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ABSTRACT

This report describes and presents the results of a survey designed to obtain information on the preservation and conservation policies and procedures, staff, facilities, and expenditures of 18 academic libraries in Illinois, Indiana, and Ohio. The goals of the survey were to inform each library surveyed of its strengths and weaknesses in the preservation area, to give each library a comprehensive view of what should be done to improve its situation, and, possibly, to recommend cooperation with other libraries in that state in preservation matters. The survey consists of two main parts. The first is an adaptation of the American Research Libraries (ARL) "Preservation Statistics Questionnaire," which covers statistics on administration, personnel, expenditures, conservation treatment, commercial binding, mass treatment, microfilming production, and total library holdings for preservation microform masters. The second part of the survey addresses equipment, facilities, preservation supplies, mending and repairs, physical environment controls, security, remote storage, brittle book programs, collection survey, nonbook preservation, deacidification, education activities, preservation plans and programs, and cooperative activities. Presented in a yes/no format, the third part of the survey focuses on policies and procedures, and inventories of preservation equipment, tools, facilities, and supplies. Copies of the questionnaires are appended. (SD)

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Report on

COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY FOR FISCAL YEAR 1988-1989 (A Sabbatical Leave Project)

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December 29, 1989

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REPORT ON COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY FOR FISCAL YEAR 1988-1989

INTRODUCTION

The six months between July and December 1989 spent on a sabbatical project preservation survey have been the best experience of a professional lifetime.

Great appreciation is hereby expressed towards the University and Library Administration for this rewarding opportunity.

The importance of saving books for succeeding generations is of great concern at this time in history. The knowledge printed on paper must be preserved so it may be used for the enlightenment of posterity.

After visiting eighteen libraries, public and private, in Ohio, Indiana and Illinois, over three months, this comprehensive survey and many miles of travel have been well worth it. July 1989 was spent in a preservation internship doing conservation bench work at Indiana University Libraries, including the Lilly Library, under the tutorage of Jim Canary and Lorraine Olley, two preservation specialists in this area.

The month of August was spent perfecting the survey to be used in the project; deciding the criteria to be used in the selection of libraries to be surveyed; making appointments for future visitations and requesting approval to conduct the survey from appropriate personnel. The schedule was as follows: Ohio libraries were surveyed in September; Illinois academic libraries were visited in October; and Indiana university libraries in November. The month of December was spent analyzing notes and survey reports and in writing this sabbatical project report.

In addition, the 31st Allerton Park Conference, sponsored by the University of Illinois, was attended during the last week in October. This year's topic was "Ethics and the Librarian".

I. PURPOSES

The purpose of this sabbatical project was to survey all the preservation and conservation policies and procedures as well as the staff, facilities, and expenditures of eighteen (18) representative academic libraries in Illinois, Indiana, and Ohio. Six libraries were investigated in each state. The original plan was to visit and survey two or three large libraries in ten Midwestern states, but when the ARL libraries explained they had already been surveyed in October 1988 and were not interested in another survey, an alternate plan was devised.

The goals of this survey were to inform each library surveyed of its strengths and weaknesses in the library preservation area and to give each one a comprehensive view of what should be done to improve its own situation and possibly to cooperate with its fellow libraries in that state in preservation matters.

The objective of this survey was to be as fair and impartial as possible in conducting this project and to establish an ideal set of standards by which all libraries could be measured statistically and administratively in preservation and conservation activities.

Finally, it was important to learn as much as possible about preservation and conservation procedures and policies in the six-month period of the sabbatical leave so that this knowledge could be applied judiciously through recommendations for the benefit of Indiana State University libraries specifically and the University itself generally.

II. METHODOLOGY

This survey consists of two main parts. Part one is the ARL (Association for Research Libraries) Preservation Statistics Questionnaire, which ARL so generously allowed use through a telephone call to its headquarters in Washington, D.C. They chiefly desired uniformity of statistics, and a letter of acknowledgement and agreement was sent off forthwith in August 1989. The ARL Questionnaire covers statistics on administration, personnel, expenditures, conservation treatment, commerical binding, mass treatment, preservation photocopying, preservation microfilming production, total library holdings of preservation microform masters, footnotes, and comments. This form was modified somewhat to delete references to ARL and Canadian money.

Each prospective academic library was sent two copies of the ARL Questionnaire with a set of instructions and a cover letter. Later a phone call was made to establish a convenient date for a visitation, at which time Part II of the survey was done together

with the participating preservation librarian or conservator or archivist and then several photographs were taken of the work areas. Each librarian was given a copy of Part II of the survey. Unfortunately, very few of the pictures taken were of good quality and had to be discarded.

Part II of the survey was drawn up originally in the Spring of 1989 and later modified to eliminate duplicating portions of Part I. Part II of the survey covered the following areas: equipment, facilities, preservation supplies, mending and repairs, physical environment controls, security, remote storage, brittle books programs, survey of collection, non-book preservation and conservation, deacidification of paper, educational activities, preservation plans and programs, disaster/salavage plans, preservation committee, cooperative preservation activites, and five-year preservation planning. This part of the survey was mostly a yes-no format of policies and procedures and counting of preservation equipment, tools, facilities, and supplies.

PART I
COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY

PRESERVATION STATISTICS QUESTIONNAIRE
1988/89

A. ADMINISTRATION

INSTITUTION	Preservation Administrators	% of Time in Pres. Activ.
I. ILLINOIS		
1. BRADLEY UNIV.	yes	20%
2. EASTERN IL.	no	n/a
3. NORTHEASTERN IL.	no	n/a
4. NORTHERN IL.	no	n/a
5. SOUTHERN IL.	no	100%
6. WESTERN IL.	no	n/a
II. INDIANA		
7. BALL STATE	yes	30%
8. BUTLER	no	u/a
9. INDIANA STATE	yes	25%
10. IUPU - FW	yes	25%
11. IUPU - INDPLS.	yes	<5%
12. UNIV. SO. IND.	yes	100%
III. OHIO		
13. BOWLING GREEN	yes	30%
14. UNIV. CINCINNATI	yes	50%
15. KENT STATE	yes	50%
16. MIAMI UNIV.	no	n/a
17. OHIO UNIV.	yes	100%
18. WRIGHT STATE	no	0%
TOTALS	10 y's & 8 n's	535%
AVERAGES	9 y's & 9 n's	48.6%

B. PERSONNEL (FTE)

INSTITUTION	PRESERVATION UNITS Prof. Staff	Non-P Staff	Stud.	Total	LIBRARY-WIDE Prof. Staff	Non-P Staff	Stud.	Total
I. ILLINOIS								
1. BRADLEY UNIV.	0	1	.75	1.75	1.0	3.0	.75	4.75
2. EASTERN IL.	n/a	n/a	n/a	n/a	.6	1.0	.3	1.9
3. NORTHEASTERN IL.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
4. NORTHERN IL.	n/a	n/a	n/a	n/a	0	2	.93	2.93
5. SOUTHERN IL.	1	1	5	7	1.02	3.2	8.2	12.42
6. WESTERN IL.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
II. INDIANA								
7. BALL STATE	0	2	2	4	.5	2.5	2.5	5.5
8. BUTLER UNIV.	u/a	u/a	u/a	u/a	.1	.25	.5	.85
9. INDIANA STATE	.75	2.3	2	5	1.0	2.3	2.0	5.3
10. IUPU-FW	0	3	0	3	0	1	0	1
11. IUPU-INDPLS.	0	1	<1	1.5	0	1	<1	1.5
12. UNIV. SO. IN.	0	.37	0	.37	0	1	1	2
III. OHIO								
13. BOWLING GREEN	0	0	1	1	1	0	1	2
14. UNIV. CINCINNATI	1.5	5.3	1.3	8	2.9	5.2	1.3	9.4
15. KENT STATE	.5	0	.5	1	.5	3	1.7	5.2
16. MIAMI UNIV.	n/a	n/a	n/a	n/a	n/a	.75	3	3.75
17. OHIO UNIV.	0	1.5	2.0	3.5	1.0	1.5	2.0	4.5
18. WRIGHT STATE	0	0	0	0	.25	1.0	.81	2.25
TOTALS	3.75	17.37	15.55	35.62	9.87	28.53	26.99	65.23
AVERAGES	.93	1.93	1.72	3.23	8.97	1.90	1.72	4.08

D. CONSERVATION TREATMENT

		Volumes: Minor Treatment	Interm. & Major	Total Treated
I. ILLINOIS				
1. BRADLEY UNIV.		123	140	263
2. EASTERN IL.		4,450	3,000	7,450
3. NORTHEASTERN IL.		n/a	n/a	n/a
4. NORTHERN IL.		177	2,016	2,193
5. SOUTHERN IL.		7,806	2,775	10,581
6. WESTERN IL.		1,051	129	1,179
II. INDIANA				
7. BALL STATE		0	0	0
8. BUTLER UNIV.		1,000	550	1,550
9. INDIANA STATE		867	1,157	2,024
10. IUPU-FW		214	475	689
11. IUPU-INDPLS.	(est.)	0	2,000	2,000
12. UNIV. SO. IN.		892	0	892
III. OHIO				
13. BOWLING GREEN		300	600	900
14. UNIV. CINCINNATI		2,888	946	3,834
15. KENT STATE		6,487	1,743	8,230
16. MIAMI UNIV.		n/a	1,600	8,000
17. OHIO UNIV.		7,217	0	7,217
18. WRIGHT STATE		u/a	u/a	u/a
TOTALS		33,472	17,831	57,002
AVERAGES		2,574.7	1,371.6	3,800

INSTITUTION	E. BINDING Volumes: Contract Binding	Total Volumes Bound	H. PRESERVATION MICROFILMING Total Titles	Total Exposures
I. ILLINOIS				
1. BRADLEY UNIV.	2,284	2,534	n/a	n/a
2. EASTERN IL.	4,546	4,546	1	4,000
3. NORTHEASTERN IL.	5,247	5,247	0	0
4. NORTHERN IL.	11,037	11,046	n/a	n/a
5. SOUTHERN IL.	21,353	21,353	1	42,636
6. WESTERN IL.	5,364	5,364	76	23,700
II. INDIANA				
7. BALL STATE	10,866	10,866	3	u/a
8. BUTLER UNIV.	1,519	3,565	0	0
9. INDIANA STATE	6,678	6,678	1	60,400
10. IUPU-FW	240	240	0	0
11. IUPU-INDPLS. (est.)	3,000	3,000	0	0
12. UNIV.SO. IN.	400	400	n/a	n/a
III. OHIO				
13. BOWLING GREEN	n/a	n/a	135	120,000
14. UNIV. CINCINNATI	24,515	24,515	2	3,423
15. KENT STATE	9,104	17,763	0	0
16. MIAMI UNIV.	12,500	12,500	1,205	u/a
17. OHIO UNIV.	46,000	46,000	1,859	1,370,886
18. WRIGHT STATE	7,000	7,000	1,860	1,665,000
TOTALS	151,653	162,617	5,143	3,290,045
AVERAGES	8,920.7	9,565.7	514.3	411,255.6

C. EXPENDITURES (in dollars)

INSTITUTION	Total Salaries & Wages	Contract Conser-vation	Contract Binding	Contract Preserv. Photocop.	Contract Preserv. Microfm.
I. ILLINOIS					
1. BRADLEY UNIV.	u/a	n/a	13,927	n/a	n/a
2. EASTERN IL.	32,918	0	30,000	120	194
3. NORTHEASTERN IL.	n/a	n/a	27,000	300	0
4. NORTHERN IL.	39,604	n/a	70,000	n/a	n/a
5. SOUTHERN IL.	146,694	n/a	141,337	n/a	0
6. WESTERN IL.	n/a	0	30,000	0	0
II. INDIANA					
7. BALL STATE	60,850	0	65,000	0	775
8. BUTLER	10.410	0	19,000	0	0
9. INDIANA STATE	105,000	5,000	50,000	0	5,000
10. IUPU-FW	u/a	0	15,000	0	2,825
11. IUPU-INDPLS.	n/a	500 est.	28,215	est. 50	0
12. UNIV. SO. IN.	n/a	n/a	2,071	0	n/a
III. OHIO					
13. BOWLING GREEN	21,000	n/a	n/a	n/a	135
14. UNIV. CINCIN.	186,413	n/a	144,425	n/a	2,007
15. KENT STATE	75,016	0	57,626	0	0
16. MIAMI UNIV.	35,720	n/a	80,000	0	0
17. OHIO UNIV.	63,823	0	46,000	0	0
18. WRIGHT STATE	25,000	0	30,000	0	0
TOTALS	802,447	5,500	879,600	470	10,606
AVERAGES	66,870.5	2,750	51,741	156	1,767

C. EXPENDITURES (in dollars-cont.)

INSTITUTION	Other Contract Expend.	Total Contract Expend.	Preser-vation Supplies	Preser-vation Equip.
I. ILLINOIS				
1. BRADLEY UNIV.	500	14,427	3,600	1,000
2. EASTERN IL.	0	30,194	200	0
3. NORTHEASTERN IL.	n/a	27,000	n/a	n/a
4. NORTHERN IL.	n/a	70,000	2,161	n/a
5. SOUTHERN IL.	1,000	142,337	15,418	1,122
6. WESTERN IL.	0	30,000	981	72
II. INDIANA				
7. BALL STATE	0	65,775	6,900	5,320
8. BUTLER UNIV.	0	19,000	4,000	500
9. INDIANA STATE	0	60,000	3,450	0
10. IUPU-FW	0	17,825	250	n/a
11. IUPU-INDPLS.	0	28,765	1,305	0
12. UNIV. SO. IN.	n/a	2,071	300	n/a
III. OHIO				
13. BOWLING GREEN	0	n/a	7,000	7,000
14. UNIV. CINCINNATI	n/a	146,432	7,176	14,800
15. KENT STATE	0	57,626	13,772	0
16. MIAMI UNIV.	n/a	80,000	15,000	n/a
17. OHIO UNIV.	0	46,000	8,500	10,000
18. WRIGHT STATE	0	30,000	12,000	1,000
TOTALS	1,500	867,652	102,013	40,314
AVERAGES	750	51,038	6,001	4,479

C. EXPENDITURES (in dollars-cont.)

INSTITUTION	Total Preserv. Expend.	Total Lib. Mat. Expend.	Preserv. as % of Mat. Exp.	Binding as % of Mat. Exp.
I. ILLINOIS				
1. BRADLEY UNIV.	19,027	n/a	n/a	n/a
2. EASTERN IL	63,362	u/a	u/a	45.7%
3. NORTHEASTERN IL.	27,000	u/a	u/a	u/a
4. NORTHERN IL.	111,765	2,006,016*	5.5%*	3.4%*
5. SOUTHERN IL.	305,571	u/a	u/a	46.2%
6. WESTERN IL.	31,053	u/a	u/a	96.6%
II. INDIANA				
7. BALL STATE	138,845	u/a	u/a	u/a
8. BUTLER UNIV.	33,910	707,611*	4.7%*	2.6%*
9. INDIANA STATE	168,500	956,285**	17.7%**	5.2**
10. IUPU-FW	18,075	619,650*	2.9%*	82.9%*
11. IUPU-INDPLS.	n/a	n/a	n/a	n/a
12. UNIV. SO. IN.	2,371	u/a	u/a	87.3%
III. OHIO				
13. BOWLING GREEN	84,000	u/a	u/a	u/a
14. UNIV. CINCINNATI	354,821	u/a	u/a	40.7%
15. KENT STATE	146,414	u/a	u/a	u/a
16. MIAMI UNIV.	130,720	3,115,720*	4.2%*	2.5%*
17. OHIO UNIV.	128,323	u/a	u/a	35.8%
18. WRIGHT STATE	68,000	u/a	u/a	44.1%
TOTALS	1,831,757	7,405,282	35%	493%
AVERAGES	107,750	1,481,056	7%	41.1%

C. EXPENDITURES (in dollars-cont.)

INSTITUTION	Total Library Budget Expend.	Preserv. as % of Tot.Lib. Expend.	Approx.% of Exp. from Ext. Sources	Library Budget as % of Univ.Budg.
I. ILLINOIS				
1. BRADLEY UNIV.	n/a	1.9%	0	3.5%
2. EASTERN IL.	2,395,000*	2.9%*	0	2.9%*
3. NORTHEASTERN IL.	2,171,275	1.0%	0	6.0%
4. NORTHERN IL.	5,486,121*	2.0%*	n/a	n/a
5. SOUTHERN IL.	6,658,715*	4.5%*	7.0%*	u/a
6. WESTERN IL.	u/a	u/a	u/a	u/a
II. INDIANA				
7. BALL STATE	4,881,993*	2.8%*	0	3.0%*
8. BUTLER UNIV.	834,865*	3.0%*	1.0%*	3.8%*
9. INDIANA STATE	2,916,476**	5.7%**	53.7%**	3.6%**
10. IUPU-FW	796,058*	2.2%*	0	u/a
11. IUPU-INDPLS.	2,458,595*	u/a	0	u/a
12. UNIV. SO. IN.	713,021*	<1.0%*	0	4.0%*
III. OHIO				
13. BOWLING GREEN	u/a	u/a	10.0%	u/a
14. UNIV. CINCINNATI	u/a	u/a	0	u/a
15. KENT STATE	u/a	u/a	0	u/a
16. MIAMI UNIV.	4,995,920*	2.6%*	.05%*	u/a
17. OHIO UNIV.	5,425,000*	2.7%*	0	3.9%*
18. WRIGHT STATE	u/a	5.0%	50.0%	u/a
TOTALS	39,733,039	39.26%	121.75%	30.7%
AVERAGES	3,311,087	2.8%	20.3%	3.8%

INSTITUTION	G. PRESER. PHOTO-COPIES IN-HSE.	I. TOTAL LIB. HOLDINGS OF PRES. MICROFORM MASTERS Non-Serials Tit.	Exp.	Rls.	Serials Tit.	Exp.	Rls.
I. ILLINOIS							
1. BRADLEY UNIV.	382	n/a	n/a	n/a	n/a	n/a	n/a
2. EASTERN IL.	50	n/a	n/a	n/a	n/a	n/a	n/a
3. NORTHEASTERN IL.	0	0	0	0	0	0	0
4. NORTHERN IL.	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5. SOUTHERN IL.	6,975	n/a	n/a	n/a	n/a	n/a	n/a
6. WESTERN IL.	0	0	0	0	0	0	0
II. INDIANA							
7. BALL STATE	u/a	n/a	n/a	n/a	n/a	n/a	n/a
8. BUTLER UNIV.	28	0	0	0	0	0	0
9. INDIANA STATE	650	n/a	n/a	n/a	n/a	n/a	n/a
10. IUPU-FW	10	n/a	n/a	n/a	n/a	n/a	n/a
11. IUPU-INDPLS.	23	0	0	0	0	0	0
12. UNIV. SO. IN.	31	n/a	n/a	n/a	n/a	n/a	n/a
III. OHIO							
13. BOWLING GREEN	110	n/a	0	100	0	0	0
14. UNIV. CINCINNATI	1,447	n/a	n/a	n/a	n/a	n/a	n/a
15. KENT STATE	u/a	0	0	0	0	0	0
16. MIAMI UNIV.	3,214	n/a	n/a	n/a	n/a	n/a	n/a
17. OHIO UNIV.	200	928	n/a	2,272	223	163,800	2,040
18. WRIGHT STATE	5,000	1,000	50,000	100	u/a	u/a	u/a
TOTALS	18,120	1,928	50,000	2,372	223	163,800	2,040
AVERAGES	1,394	964	50,000	1,186	223	163,800	2,040

I. TOTAL LIBRARY HOLDING OF PRESERVATION MICROFORM MASTERS (cont.)

INSTITUTION	Newspapers Tit.	Exp.	Reels	Other Tit.	Exp.	Reels
I. ILLINOIS						
1. BRADLEY UNIV.	n/a	n/a	n/a	n/a	n/a	n/a
2. EASTERN IL.	n/a	n/a	n/a	n/a	n/a	n/a
3. NORTHEASTERN IL.	0	0	0	0	0	0
4. NORTHERN IL.	n/a	n/a	n/a	n/a	n/a	n/a
5. SOUTHERN IL.	n/a	n/a	n/a	n/a	n/a	n/a
6. WESTERN IL.	0	0	0	0	0	0
II. INDIANA						
7. BALL STATE	n/a	n/a	n/a	n/a	n/a	n/a
8. BUTLER UNIV.	0	0	0	0	0	0
9. INDIANA STATE	n/a	n/a	n/a	n/a	n/a	n/a
10. IUPU-FW	n/a	n/a	n/a	n/a	n/a	n/a
11. IUPU-INDPLS.	0	0	0	0	0	0
12. UNIV. SO. IN.	n/a	n/a	n/a	n/a	n/a	n/a
III. OHIO						
13. BOWLING GREEM	600	n/a	14,400	200	n/a	1,000
14. UNIV. CINCINNATI	n/a	n/a	n/a	n/a	n/a	n/a
15. KENT STATE	0	0	0	0	0	0
16. MIAMI UNIV.	n/a	n/a	n/a	n/a	n/a	n/a
17. OHIO UNIV.	60	71,970	271	185	1,000,200	5,099
18. WRIGHT STATE	130	550,000	1,050	270	950,000	960
TOTALS	790	621,970	15,721	605	1,950,200	7,059
AVERAGES	263	310,985	7,860	302	975,100	3,529

PART I

III. STATISTICAL RESULTS OR NARRATIONS

A. Administration

One way to measure progress in academic libraries in their preservation activities is to trace preservation units managed by a preservation administrator. The data show concretely that preservation programs are really a standard part of that library. The tables reveal that ten out of eighteen libraries have appointed a preservation administrator and only two of those libraries have a preservation unit supervised by a full-time preservation administrator. See responses summary below.

a.) Table I Administration of Preservation Programs

Full-time preservation administrators	2	(11%)
Part-time preservation administrators who devote 50% or more time to preservation activities, but not 100%	2	(11%)
Part-time preservation administrators who devote less than 50% of time to preservation activities	6	(33%)
No preservation administrator	8	(45%)

The placement of preservation into their reporting relationships is hardly uniform. The four basic patterns do not pertain in the 18 libraries surveyed as 7 of them replied with N/A and the other responses are scattered except for Director of Libraries and other. The options vary, but they all report to senior library management in one form or another.

b.) Table 2 Position to Which Preservation Administrator Reports

Assistant/Associate Director for Collection Management	1	(5.0%)
Director of Libraries	4	(22.2%)
Assistant/Associate Director for Technical Services	1	(5.0%)
Assistant/Associate Director for Public Services	1	(5.0%)
Other	5	(27.0%)
Not Applicable	7	(38.0%)

B. Personnel

The size of the staff under the preservation administrator is the key factor in indicating a library level of preservation program development. The table below shows the correlation between number of professional staff and the number of non-professional staff and student assistants in preservation units. The median figures for staff size are utilized as markers of the midpoint in the distribution. The administration is in with the professional staff. (18 total programs surveyed).

Table 3 Staffing Patterns of Preservation Programs

Number of Professionals	Number of Non-Professionals	Number of Student Assts.	Median of Total FTE
Less than 1 (88.8%)	.037	.133	.082
1-1.9 (11.2%)	1.12	1.15	1.17
2-3.9 (0%)	2.43	2.0	2.21
4 or more (0%)	5.20	5.0	5.10

As far as library-wide preservation activities were concerned, it was difficult to obtain complete or accurate figures because of the chain of command and decentralization of tasks under various departments. The organizational structure of these libraries is too complicated. The other reason is that several libraries provided data only to staff reporting to the preservation administrator.

Table 4 Staffing Patterns of Preservation Activities Library-Wide

Number of Professionals	Number of Non-Professionals	Number of Student Assts.	Median of Total FTE
Less that 1 (66.7%)	.50	.52	.48
1-1.9 (27.7%)	1.25	1.13	1.13
2-3.9 (5.6%)	2.66	2.25	2.6
4 or more (0%)	5.20	8.2	6.7

C. Expenditures

The monies spent for preservation activities in the 18 academic libraries surveys range from $2,371.00 to over

$355,000.00 for fiscal year 1988-89. Also, these mid-western representative academic libraries spend from less than 1% to as much as 5.7% of the total library budget on preservation activities.

The table below shows preservation costs by indicating the midpoint for three ranges of all 18 reporting libraries surveyed. It also displays corresponding median preservation expenses as a percent of total operating costs.

Table 5 Preservation Expenditures

	Median of 1st Quartile	Median of All Responses	Median of 3rd Quartile
Total Preservation Expenditures	$237,035.00	$87,922.00	$48,636.00
Preservation Expenditures as Percent of Total Library Expenditures	5.0%	2.68%	2.3%

The pie chart on the next page emphasizes the division of preservation costs. Although local needs and limitations will dictate the precise amount of resources to different tasks, it is helpful to examine the total proportions for the eighteen academic libraries surveyed. In almost each case, the biggest slice is salaries and wages followed by binding costs. The chart shows the apportionment of preservation expenditures from the data of all eighteen reporting academic libraries.

D. Conservation Treatment

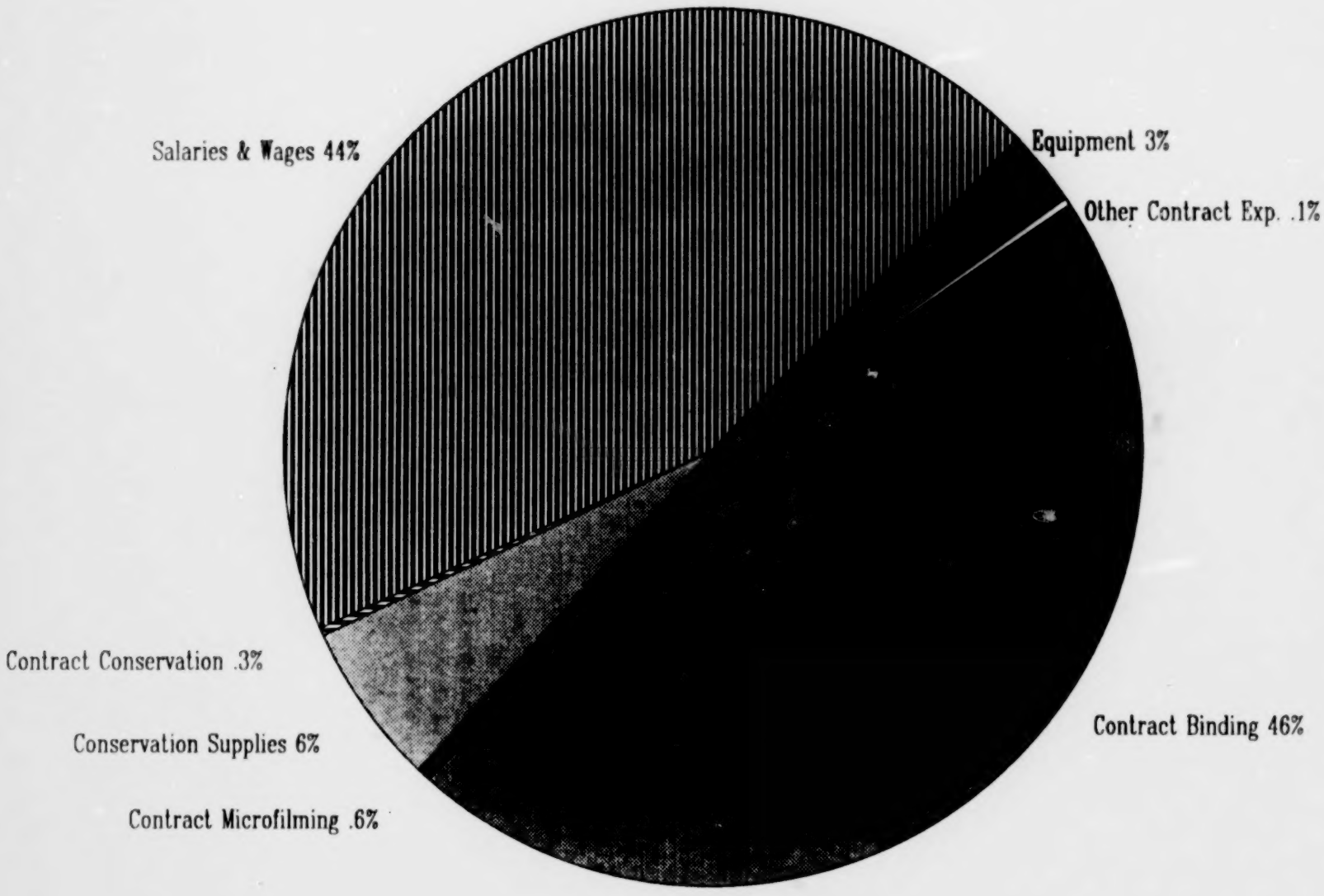
Conservation teatments cover a number of activities. The table below gives data on the number of volumes that had minor treatment as well as the number of volumes given more work intensive intermediate or major treatment. It is well-known that important differences are extant in the type of work done and that comparisons are hard to establish.

Table 6 Conservation Treatment

	Median of 1st Quartile	Median of All Responces	Median of 3rd Quartile
Number of Volumes Given Minor Treatment	7,217	981	583
Number of Volumes Given Intermediate or Major Treatment	1,743	1,157	600

Preservation Expenditures 1988-1989

Grand Totals



E. Commercial Binding

This preservation activity consumes either most or next to the most of the preservation budget and thus deserves analysis. The bulk of the money goes into contract binding annually and then some into in-house binding. Note the correlation between volumes completed and monies spent in the median figures.

Table 7. Binding Costs and Production

	Median of 1st Quartile	Median of All Responses	Median of 3rd Quartile
Contract Binding Costs	$110,668	$30,000	$29,107
Total Volumes Bound	22,934	6,678	4,896
Contract Volumes Bound	22,934	6,678	4,896
Binding Costs as Percent of Total Preservation Costs	46.7%	35.7%	59.8%

F. Mass Treatment

No American library is currently doing mass deacidification as such, although some are doing manual treatments by spraying or dipping on a production line basis. Statistics of the 18 libraries surveyed bear this fact out.

G. Preservation Photocopying

Most of the photocopying is done in-house on alkaline paper. A total of 470 pages were done outside the 18 libraries under commercial contract while 18,120 pages were done in-house. In Illinois, Southern Illinois University was the most productive, while in Indiana, Indiana State University led the group. In Ohio, Wright State and Miami University were the leaders.

H. Preservation Microfilming

No uniform measure for counting is presently in place. Some libraries count titles; others count number of exposures; then others count only physical volumes. What is needed are agreed-upon production standards of counting. The statistics gathered do not presently represent the current level of preservation microfiling production of the 18 academic libraries surveyed. However, In Illinois, Southern Illinois followed by Western Illinois are especially active; in Indiana, Indiana State has been the outstanding leader, and in Ohio, Wright State, Ohio Unversity and Bowling Green State do the greatest amount of work in the category as well as a great amount of outside contract microfilming for business and industry that brings on extra operational income.

PART II - COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY

I. EQUIPMENT

INSTITUTION	A. Typewriters Manual	A. Typewriters Elect.	B. Computers Local	B. Computers PC's	B. Computers OCLC	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	0	2	1	2	0	5
2. EASTERN IL.	0	1	4	1	0	6
3. NORTHEASTERN IL.	1	1	1	1	1	5
4. NORTHERN IL.	2	6	0	0	0	8
5. SOUTHERN IL.	0	2	2	0	1	5
6. WESTERN IL.	0	3	3	4	5	15
II. INDIANA						
7. BALL STATE	0	6	1	1	1	9
8. BUTLER UNIV.	1	2	1	1	1	5
9. INDIANA STATE	0	2	1	1	1	5
10. IUPU-FW	0	1	0	0	1	2
11. IUPU-INDPLS.	0	1	0	0	1	2
12. UNIV . SO. IN.	0	2	0	1	0	3
III. OHIO						
13. BOWLING GREEN	0	2	3	5	1	11
14. UNIV. CINCINNATI	1	1	0	3	0	5
15. KENT STATE	u/a	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	0	8	0	2	1	11
17. OHIO UNIV.	0	2	0	1	0	3
18. WRIGHT STATE	0	2	1	2	0	5
TOTALS	5	46	17	25	14	107
AVERAGES	.29	2.7	1.0	1.4	.82	6.3

I. EQUIPMENT - (cont.)

INSTITUTION	C. Book Presses	D. Paper Shears	E. Cameras	F. Vent Fans	G. Tack. Irons	H. Tubs/ Screens	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	5	5	2	2	1	3	18
2. EASTERN IL.	1	3	0	0	1	0	5
3. NORTHEASTERN IL.	0	1	0	0	0	0	1
4. NORTHERN IL.	3	5	0	0	8	0	16
5. SOUTHERN IL.	7	3	1	1	5	1	18
6. WESTERN IL.	2	5	2	0	2	0	11
II. INDIANA							
7. BALL STATE	2	3	0	0	2	0	7
8. BUTLER UNIV.	1	5	0	0	2	1	9
9. INDIANA STATE	4	5	1	0	0	1	11
10. IUPU-FW	1	1	0	0	2	0	4
11. IUPU-INDPLS.	1	1	0	1	1	0	4
12. UNIV. SO. IN.	1	4	0	0	1	0	6
III. OHIO							
13. BOWLING GREEN	1	4	5	1	2	3	16
14. UNIV. CINCINNATI	4	3	1	1	1	9	18
15. KENT STATE	u/a	u/a	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	5	4	2	1	5	8	25
17. OHIO UNIV.	11	2	0	0	3	0	16
18. WRIGHT STATE	0	0	5	0	0	0	5
TOTALS	49	45	19	13	36	26	139
AVERAGES	2.9	2.6	1.1	1.76	2.1	1.5	8.2

I. EQUIPMENT - (cont.)

INSTITUTION	I.Corner Rounders	J.Work Tables	K.Finish. Frames	L.Stap- lers	M.Stea- mers	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	1	6	2	3	1	13
2. EASTERN IL.	0	4	0	5	0	9
3. NORTHEASTERN IL.	0	2	0	2	0	4
4. NORTHERN IL.	0	7	0	4	0	11
5. SOUTHERN IL.	3	9	2	5	0	19
6. WESTERN IL.	0	5	2	5	0	12
II. INDIANA						
7. BALL STATE	1	8	0	6	0	15
8. BUTLER UNIV.	0	3	0	6	1	10
9. INDIANA STATE	1	10	0	7	0	18
10. IUPU-FW	0	2	1	2	0	5
11. IUPU-INDPLS.	0	3	0	1	0	4
12. UNIV. SO. IN.	1	7	0	7	0	15
III. OHIO						
13. BOWLING GREEN	1	12	0	2	0	15
14. UNIV. CINCINNATI	1	6	4	1	1	13
15. KENT STATE	u/a	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	2	10	3	1	0	16
17. OHIO UNIV.	1	3	0	1	0	5
18. WRIGHT STATE	0	4	0	1	0	6
TOTALS	12	101	14	59	3	299.0
AVERAGES	1.7	5.9	.8	3.47	.17	17.6

I. EQUIPMENT - (cont.)

INSTITUTION	N. Hand Vacuums	O. Magnifiers	P. Book Carts	Q. Book Cradles	R. Hygrometers	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	2	4	10	2	5	23
2. EASTERN IL.	1	0	5	0	0	6
3. NORTHEASTERN IL.	2	0	6	0	0	8
4. NORTHERN IL.	1	0	10	0	0	11
5. SOUTHERN IL.	2	1	4	7	2	16
6. WESTERN IL.	1	1	9	2	1	14
II. INDIANA						
7. BALL STATE	0	0	35	0	2	37
8. BUTLER UNIV.	0	1	5	0	1	7
9. INDIANA STATE	1	1	18	1	1	22
10. IUPU-FW	0	0	20	0	0	20
11. IUPU-INDPLS.	1	0	3	0	0	4
12. UNIV. SO. IN.	1	1	20	0	1	23
III. OHIO						
13. BOWLING GREEN	0	1	3	0	1	5
14. UNIV. CINCINNATI	5	4	8	30	4	51
15. KENT STATE	u/a	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	3	2	15	2	2	24
17. OHIO UNIV.	0	0	2	0	0	2
18. WRIGHT STATE	0	2	2	1	1	6
TOTALS	20	18	175	45	22	269
AVERAGES	1.2	1.0	10.3	2.6	1.3	15.8

I. EQUIPMENT - (cont.)

INSTITUTION	S. Thermometers	T. Desk Lamps	U. Slide Viewers	V. Hand Tools 1. Knives	2. Hammers	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	5	6	3	6	2	22
2. EASTERN IL.	2	0	3	0	0	5
3. NORTHEASTER IL	1	0	0	2	1	4
4. NORTHERN IL.	0	1	0	10	0	11
5. SOUTHERN IL.	2	9	3	10	4	28
6. WESTERN IL.	6	0	1	2	2	11
II. INDIANA						
7. BALL STATE	3	0	1	0	1	5
8. BUTLER UNIV.	1	3	1	2	3	10
9. INDIANA STATE	2	3	0	2	0	7
10. IUPU-FW	0	0	0	1	0	1
11. IUPU-INDPLS.	2	0	0	2	0	4
12. UNIV. SO. IN.	3	0	4	4	0	11
III. OHIO						
13. BOWLING GREEN	1	2	0	3	4	10
14. UNIV. CINCINNATI	1	5	1	Y	Y	9
15. KENT STATE	u/a	u/a	u/a	Y	Y	2
16. MIAMI UNIV.	6	2	1	12	1	22
17. OHIO UNIV.	0	4	0	1	1	6
18. WRIGHT STATE	1	0	1	0	0	2
TOTALS	36	35	19	59	21	170
AVERAGES	2.1	2.0	1.1	3.3	1.2	9.4

I. EQUIPMENT - (cont.)

INSTITUTION	V. Hand Tools 3. Bone Folders	4. Needles & Thread	5. Tweezers	6. Scissors	7. Brushes	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	6	10	4	5	10	35
2. EASTERN IL.	2	2	1	4	6	15
3. NORTHEASTERN IL.	7	0	0	1	1	9
4. NORTHERN IL.	10	7	4	11	6	38
5. SOUTHERN IL.	24	30	1	20	45	110
6. WESTERN IL.	7	1	1	4	12	25
II INDIANA						
7. BALL STATE	3	0	0	6	3	12
8. BUTLER UNIV.	7	2	1	4	6	20
9. INDIANA STATE	13	0	2	16	12	43
10. IUPU-FW	3	2	1	3	6	15
11. IUPU-INDPLS	4	1	0	2	6	13
12. UNIV. SO. IN.	1	0	2	30	5	38
III. OHIO						
13. BOWLING GREEN	6	2	2	5	20	35
14. UNIV. CINCINNATI	Y	Y	Y	Y	Y	5
15. KENT STATE	Y	Y	Y	Y	Y	5
16. MIAMI UNIV.	12	10	4	12	24	62
17. OHIO UNIV.	8	5	2	2	5	22
18. WRIGHT STATE	0	0	1	5	3	9
TOTALS	115	74	28	132	172	511
AVERAGES	6.3	4.1	1.5	7.3	9.5	28.4

I. EQUIPMENT - (cont.)

INSTITUTION	V. Hand Tools 8. Saws	9. Drills	10. Awls	11. Scal-pels	12. Razor Blades	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	2	1	4	5	10	22
2. EASTERN IL.	0	0	1	3	5	9
3. NORTHEASTERN IL.	0	2	0	1	2	5
4. NORTHERN IL.	0	1	9	6	7	23
5. SOUTHERN IL.	2	1	15	12	24	54
6. WESTERN IL.	1	1	1	8	0	11
II. INDIANA						
7. BALL STATE	0	1	1	5	0	7
8. BUTLER UNIV.	0	1	1	1	12	15
9. INDIANA STATE	0	0	1	6	10	17
10. IUPU-FW	0	0	2	3	5	10
11. IUPU-INDPLS.	0	1	1	0	5	7
12. UNIV. SO. IN.	0	1	0	0	2	3
III. OHIO						
13. BOWLING GREEN	0	0	0	2	15	17
14. UNIV. CINCINNATI	Y	Y	Y	Y	Y	5
15. KENT STATE	Y	Y	Y	Y	Y	5
16. MIAMI UNIV.	u/a	1	6	24	5	36
17. OHIO UNIV.	2	0	2	10	5	19
18. WRIGHT STATE	0	0	0	0	1	1
TOTALS	9	11	44	86	108	276
AVERAGES	.46	.68	2.8	5.4	6.8	15.3

I. EQUIPMENT - (cont.)

INSTITUTION	V. Hand Tools 13. Small Spatulas	14. Tally Counters	15. Pencil Sharpeners	16. Other Tools	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	5	1	3	3	12
2. EASTERN IL.	0	0	4	1	5
3. NORTHEASTERN IL.	0	0	2	0	2
4. NORTHERN IL.	2	0	3	0	5
5. SOUTHERN IL.	12	0	1	36	49
6. WESTERN IL.	3	2	2	15	22
II. INDIANA					
7. BALL STATE	0	0	1	0	1
8. BUTLER UNIV.	3	0	3	20	26
9. INDIANA STATE	4	0	2	12	18
10. IUPU-FW	3	0	1	5	9
11. IUPU-INDPLS.	0	0	1	2	3
12. UNIV. SO. IN.	0	3	5	1	9
III. OHIO					
13. BOWLING GREEN	50	0	1	0	51
14. UNIV. CINCINNATI	Y	N	Y	0	2
15. KENT STATE	Y	N	Y	N	2
16. MIAMI UNIV.	12	0	1	1	14
17. OHIO UNIV.	3	0	1	0	4
18. WRIGHT STATE	0	2	0	0	2
TOTALS	99	8	33	96	236
AVERAGES	5.5	.5	1.8	5.6	13.1

II. FACILITIES

INSTITUTION	A.Lights	B.Desks	C.Chairs	D.Storage	E.Drawers	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	5	3	6	7	25	46
2. EASTERN IL.	20	3	30	10	20	83
3. NORTHEASTERN IL.	6	2	4	17	20	49
4. NORTHERN IL.	2	6	17	5	2	32
5. SOUTHERN IL.	100	2	17	6	78	203
6. WESTERN IL.	11	1	3	5	16	36
II. INDIANA						
7. BALL STATE	60	7	20	16	8	111
8. BUTLER UNIV.	17	3	15	4	6	45
9. INDIANA STATE	48	6	21	23	38	136
10. IUPU-FW	0	0	3	3	0	6
11. IUPU-INDPLS.	16	1	6	2	10	35
12. UNIV. SO. IN.	24	2	18	4	12	60
III. OHIO						
13. BOWLING GREEN	1	2	12	4	4	23
14. UNIV. CINCINNATI	20	2	10	3	3	38
15. KENT STATE	u/a	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	25	3	20	12	32	92
17. OHIO UNIV.	4	3	12	2	18	39
18. WRIGHT STATE	0	0	4	2	0	6
TOTALS	349	46	218	125	292	1,033
AVERAGES	20.5	2.7	12.8	7.4	17.2	60.8

II. FACILITIES - (cont.)

INSTITUTION	F.Floor Space	G.Windows	H.Elec. Outlets	I.Water Sinks	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	800 sq.ft.	4	18	3	25
2. EASTERN IL.	895 sq.ft.	14	14	0	28
3. NORTHEASTERN IL.	3500 sq.ft.	0	4	0	4
4. NORTHERN IL.	1653 sq.ft.	0	6	1	7
5. SOUTHERN IL.	2725 sq.ft.	0	15	2	17
6. WESTERN IL.	700 sq.ft.	2	3	3	8
II. INDIANA					
7. BALL STATE	912 sq.ft.	0	15	1	16
8. BUTLER UNIV.	1733 sq.ft.	52	9	1	62
9. INDIANA STATE	1614 sq.ft.	0	15	2	17
10. IUPU-FW	588 sq.ft.	4	5	1	10
11. IUPU-INDPLS.	452 sq.ft.	0	12	2	14
12. UNIV. SO. IN.	2500 sq.ft.	5	9	1	15
III. OHIO					
13. BOWLING GREEN	5000 sq.ft.	8	20	1	29
14. UNIV. CINCINNATI	2100 sq.ft.	1	20	2	23
15. KENT STATE	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	1050 sq.ft.	20	25	2	47
17. OHIO UNIV.	837 sq.ft.	0	14	1	15
18. WRIGHT STATE	500 sq.ft.	0	6	0	6
TOTALS	27,560 sq.ft.	110	210	23	343
AVERAGES	1,621 sq.ft.	6.1	12.4	1.4	20.2

II. FACILITIES - (cont.)

INSTITUTION	J. Rest Rooms	K. Book Cases	L. Heat Contr.	M. Other Items	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	2	10	1	1	14
2. EASTERN IL.	10	23	3	0	36
3. NORTHEASTERN IL.	2	16	1	0	19
4. NORTHERN IL.	4	42	0	0	46
5. SOUTHERN IL.	2	21	0	0	23
6. WESTERN IL.	4	3	1	40	48
II. INDIANA					
7. BALL STATE	2	23	1	0	26
8. BUTLER UNIV.	2	60	1	1	64
9. INDIANA STATE	2	46	3	1	52
10. IUPU-FW	2	1	0	0	3
11. IUPU-INDPLS.	2	11	1	3	17
12. UNIV. SO. IN.	4	45	1	0	50
III. OHIO					
13. BOWLING GREEN	2	12	1	0	15
14. UNIV. CINCINNATI	2	3	0	0	5
15. KENT STATE	u/a	u/a	u/a	u/a	0
16. MIAMI UNIV.	4	15	2	0	21
17. OHIO UNIV.	2	14	0	0	16
18. WRIGHT STATE	2	5	0	0	7
TOTALS	50	314	16	46	462
AVERAGES	2.9	18.5	.94	2.7	27.2

III. PRESERVATION SUPPLIES (Yes or No)

INSTITUTION	a. Book Tapes	b.Super (Shts.)	c.Marb. Papers	d.Stor. Boxes	e.PVA Paste	f.Mylar Shts.	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
2. EASTERN IL.	Y	N	N	Y	Y	Y	4-Y 2-N
3. NORTHEAS. IL.	Y	N	N	Y	Y	Y	4-Y 2-N
4. NORTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
5. SOUTHERN IL.	N	Y	Y	N	Y	Y	4-Y 2-N
6. WESTERN IL.	Y	Y	N	Y	Y	Y	5-Y 1-N
II. INDIANA							
7. BALL STATE	Y	N	N	Y	Y	N	3-Y 3-N
8. BUTLER UNIV.	N	Y	N	Y	Y	Y	4-Y 2-N
9. INDIANA STATE	Y	Y	Y	Y	Y	N	5-Y 1-N
10. IUPU-FW	N	Y	N	Y	Y	N	3-Y 3-N
11. IUPU-INDPLS.	Y	Y	N	N	Y	Y	4-Y 2-N
12. UNIV. SO. IN.	Y	N	N	Y	Y	Y	4-Y 2-N
III. OHIO							
13. BOWLING GREEN	Y	Y	N	Y	Y	Y	5-Y 1-N
14. UNIV. CINCIN.	Y	N	Y	Y	Y	Y	5-Y 1-N
15. KENT STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
16. MIAMI UNIV.	N	Y	Y	Y	Y	Y	5-Y 1-N
17. OHIO UNIV.	Y	Y	N	N	Y	N	3-Y 3-N
18. WRIGHT STATE	N	N	N	Y	Y	Y	3-Y 3-N
TOTAL YES	13	12	7	15	18	14	79
TOTAL NO	5	6	11	3	0	4	29

III. PRESERVATION SUPPLIES (Yes or No) cont.

INSTITUTION	g. Jap. Pap.	h. Cloth Back.	i. Mark. Pens	j. Buck-ram	k. Mat. Bds.	l. Acid Fr. Bd.	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
2. EASTERN IL.	Y	Y	Y	N	N	Y	4-Y 2-N
3. NORTHEASTERN IL.	Y	Y	Y	Y	N	Y	5-Y 1-N
4. NORTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	N	Y	Y	Y	N	Y	4-Y 2-N
8. BUTLER UNIV.	Y	N	Y	Y	Y	Y	5-Y 1-N
9. INDIANA STATE	Y	Y	Y	Y	N	Y	5-Y 1-N
10. IUPU-FW	Y	N	N	Y	N	N	2-Y 4-N
11. IUPU-INDPLS.	Y	Y	Y	N	N	N	3-Y 3-N
12. UNIV. SO. IN.	Y	N	Y	Y	Y	Y	5-Y 1-N
III. OHIO							
13. BOWLING GREEN	Y	Y	Y	Y	Y	Y	6-Y 0-N
14. UNIV. CINCINNATI	Y	N	N	Y	Y	Y	4-Y 2-N
15. KENT STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
16. MIAMI UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
17. OHIO UNIV.	Y	N	Y	Y	N	Y	4-Y 2-N
18. WRIGHT STATE	Y	N	N	N	Y	N	2-Y 4-N
TOTAL YES	17	12	15	15	11	15	85
TOTAL NO	1	6	3	3	7	3	23

III. PRESERVATION SUPPLIES (Yes or No) cont.

INSTITUTION	m.Mss Fldrs.	n.Stor. Envel.	o.Stor. Tubes	p.Tiss. Papers	q.Aero Sprays	r.Lin. Tapes	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
2. EASTERN IL.	Y	Y	N	N	N	Y	3-Y 3-N
3. NORTHEAS. IL.	Y	Y	N	Y	Y	N	4-Y 2-N
4. NORTHERN IL.	N	Y	N	Y	Y	Y	4-Y 2-N
5. SOUTHERN IL.	Y	Y	N	Y	Y	Y	5-Y 1-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	Y	Y	Y	N	Y	N	4-Y 2-N
8. BUTLER UNIV.	Y	Y	Y	Y	N	Y	5-Y 1-N
9. INDIANA STATE	N	N	Y	Y	Y	N	3-Y 3-N
10. IUPU-FW	N	N	N	Y	N	N	1-Y 5-N
11. IUPU-INDPLS.	N	N	N	N	N	N	0-Y 6-N
12. UNIV. SO. IN.	Y	Y	Y	Y	Y	Y	6-Y 0-N
III. OHIO							
13. BOWLING GREEN	Y	Y	N	Y	Y	Y	5-Y 1-N
14. UNIV. CINCIN.	Y	Y	Y	Y	Y	Y	6-Y 0-N
15. KENT STATE	Y	Y	N	Y	N	Y	4-Y 2-N
16. MIAMI UNIV.	Y	Y	N	Y	Y	N	4-Y 2-N
17. OHIO UNIV.	N	N	N	N	N	N	0-Y 6-N
18. WRIGHT STATE	N	Y	N	N	N	Y	2-Y 4-N
TOTAL YES	12	14	7	13	11	11	68
TOTAL NO	6	4	11	5	7	7	40

III. PRESERVATION SUPPLIES (Yes or No) cont.

INSTITUTION	s.Mntg. Boards	t.Corn. Papers	u.Micrf. Boxes	v.Intrl. Sheets	w.Slide Mounts	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	Y	Y	Y	Y	Y	5-Y 0-N
2. EASTERN IL.	N	N	Y	Y	Y	3-Y 2-N
3. NORTHEAS. IL.	Y	N	Y	Y	Y	4-Y 1-N
4. NORTHERN IL.	Y	N	N	Y	N	2-Y 3-N
5. SOUTHERN IL.	Y	N	Y	Y	N	3-Y 2-N
6. WESTERN IL.	Y	N	Y	Y	Y	4-Y 1-N
II. INDIANA						
7. BALL STATE	N	Y	Y	Y	Y	4-Y 1-N
8. BUTLER UNIV.	Y	N	N	Y	N	2-Y 3-N
9. INDIANA STATE	N	N	N	Y	N	1-Y 4-N
10. IUPU-FW	N	Y	N	N	N	1-Y 4-N
11. IUPU-INDPLS.	N	N	Y	Y	N	2-Y 3-N
12. UNIV. SO. IN.	Y	Y	Y	Y	N	4-Y 1-N
III. OHIO						
13. BOWLING GREEN	Y	N	Y	Y	N	3-Y 2-N
14. UNIV. CINCIN.	Y	N	N	Y	N	2-Y 3-N
15. KENT STATE	N	Y	Y	Y	Y	4-Y 1-N
16. MIAMI UNIV.	N	N	Y	Y	N	2-Y 3-N
17. OHIO UNIV.	N	N	N	Y	N	1-Y 4-N
18. WRIGHT STATE	N	N	Y	N	Y	2-Y 3-N
TOTAL YES	9	5	12	16	7	49
TOTAL NO	9	13	6	2	11	41

IV. MENDING AND REPAIRS

INSTITUTION	a.Hnge. Repairs	b.Repr. Bk.Blk.	c.New Spine	d.Spine Reprs.	e.Corn. Reprs.	f.Page Reprs.	TOTALS
I. ILLINOIS							
1. BRADLEY	Y	Y	Y	Y	N	Y	5-Y 1-N
2. EASTERN IL.	Y	N	Y	Y	Y	Y	5-Y 1-N
3. NORTHEAS. IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
4. NORTHERN IL.	Y	N	Y	Y	N	Y	3-Y 3-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
8. BUTLER UNIV.	Y	N	Y	Y	Y	Y	5-Y 1-N
9. INDIANA STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
10. IUPU-FW	Y	N	Y	Y	Y	Y	5-Y 1-N
11. IUPU-INDPLS.	Y	Y	Y	Y	Y	Y	6-Y 0-N
12. UNIV. SO. IN.	Y	N	N	Y	Y	Y	4-Y 2-N
III. OHIO							
13. BOWLING GREEN	Y	N	N	N	Y	Y	3-Y 3-N
14. UNIV. CINCIN.	Y	N	Y	Y	N	Y	4-Y 2-N
15. KENT STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
16. MIAMI UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
17. OHIO UNIV.	Y	N	Y	Y	N	Y	4-Y 2-N
18. WRIGHT STATE	N	N	N	N	N	N	0-Y 6-N
TOTAL YES	17	7	15	16	13	17	85
TOTAL NO	1	11	3	2	5	1	23

IV. MENDING AND REPAIRS (cont.)

INSTITUTION	g.Clean Castgs.	h.Boxes	i.Pam. Bind.	j.Bks.w/ Tip-ins	k.Repl. Pages	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	N	Y	Y	Y	Y	4-Y 1-N
2. EASTERN IL.	Y	N	Y	Y	Y	4-Y 1-N
3. NORTHEASTERN IL.	Y	Y	Y	Y	Y	5-Y 0-N
4. NORTHERN IL.	N	Y	Y	Y	Y	4-Y 1-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	5-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	5-Y 0-N
II. INDIANA						
7. BALL STATE	Y	Y	Y	Y	Y	5-Y 0-N
8. BUTLER UNIV.	Y	Y	Y	Y	Y	5-Y 0-N
9. INDIANA STATE	Y	Y	Y	Y	Y	5-Y 0-N
10. IUPU-FW	Y	Y	Y	Y	Y	5-Y 0-N
11. IUPU-INDPLS.	N	N	Y	Y	Y	3-Y 2-N
12. UNIV. SO. IN.	Y	N	Y	Y	Y	4-Y 1-N
III. OHIO						
13. BOWLING GREEN	Y	Y	Y	Y	Y	5-Y 0-N
14. UNIV. CINCINNATI	Y	Y	Y	Y	Y	5-Y 0-N
15. KENT STATE	N	Y	Y	Y	Y	4-Y 1-N
16. MIAMI UNIV.	N	Y	Y	Y	Y	4-Y 1-N
17. OHIO UNIV.	N	N	Y	Y	Y	3-Y 2-N
18. WRIGHT STATE	N	N	Y	N	N	1-Y 4-N
TOTAL YES	11	13	18	17	17	76
TOTAL NO	7	5	0	1	1	14

INSTITUTION	IV. MENDING AND REPAIRS (cont.) l.Repl. Covers	m.Mylar Encaps.	n.Prbd. Reinf.	o.Mndg. Manual	p.Other	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	Y	Y	Y	N	N	3-Y 2-N
2. EASTERN IL	Y	Y	Y	N	N	3-Y 2-N
3. NORTHEASTERN IL.	Y	Y	Y	Y	N	4-Y 1-N
4. NORTHERN IL.	Y	N	Y	Y	Y	4-Y 1-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	5-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	N	4-Y 1-N
II. INDIANA						
7. BALL STATE	N	Y	Y	Y	N	3-Y 2-N
8. BUTLER UNIV.	N	Y	Y	Y	Y	4-Y 1-N
9. INDIANA STATE	Y	N	N	Y	N	1-Y 4-N
10. IUPU-FW	Y	N	N	N	N	1-Y 4-N
11. IUPU-INDPLS.	N	Y	N	Y	Y	3-Y 2-N
12. UNIV. SO. IN.	Y	Y	N	Y	Y	4-Y 1-N
III. OHIO						
13. BOWLING GREEN	N	Y	N	N	N	1-Y 4-N
14. UNIV. CINCINNATI	Y	Y	N	Y	N	3-Y 2-N
15. KENT STATE	Y	Y	N	Y	N	3-Y 2-N
16. MIAMI UNIV.	Y	Y	Y	Y	Y	5-Y 0-N
17. OHIO UNIV.	Y	N	Y	N	N	2-Y 3-N
18. WRIGHT STATE	N	Y	N	N	N	1-Y 4-N
TOTAL YES	13	14	10	12	6	55
TOTAL NO	5	4	8	6	12	35

V. PHYSICAL ENVIRONMENTAL CONTROLS

INSTITUTION	a.Temp.	b.R.H.	c.Lights	d.Insects	e.Rodents	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	Y	Y	N	Y	Y	4-Y 1-N
2. EASTERN IL.	Y	N	N	Y	Y	3-Y 2-N
3. NORTHEAS. IL.	Y	Y	N	Y	Y	4-Y 1-N
4. NORHTERN IL.	Y	n/a	Y	N	N	2-Y 2-N
5. SOUTHERN IL.	Y	Y	N	Y	Y	4-Y 1-N
6. WESTERN IL.	Y	Y	Y	Y	N	4-Y 1-N
II. INDIANA						
7. BALL STATE	Y	N	Y	Y	Y	4-Y 1-N
8. BUTLER UNIV.	Y	Y	Y	Y	N	4-Y 1-N
9. INDIANA STATE	Y	Y	N	Y	Y	4-Y 1-N
10. IUPU-FW	Y	N	N	N	N	1-Y 4-N
11. IUPU-INDPLS.	Y	Y	Y	Y	Y	5-Y 0-N
12. UNIV. SO. IN.	Y	Y	Y	Y	Y	5-Y 0-N
III OHIO						
13. BOWLING GREEN	Y	Y	N	Y	Y	4-Y 1-N
14. UNIV. CINCINNATI	N	N	u/a	u/a	u/a	0-Y 2-N
15. KENT STATE	Y	Y	Y	Y	N	4-Y 1-N
16. MIAMI UNIV.	Y	Y	N	Y	N	3-Y 2-N
17. OHIO UNIV.	Y	Y	N	Y	Y	4-Y 1-N
18. WRIGHT STATE	Y	Y	Y	N	N	3-Y 2-N
TOTAL YES	17	13	8	14	10	62
TOTAL NO	1	4	9	3	7	24
TOTAL n/a & u/a	0	1	1	1	1	4

V. PHYSICAL ENVIRONMENTAL CONTROLS (cont.)

INSTITUTION	f. Fungi & Molds	g. Dust & Smoke	h. Food & Drink	i. Fire Precau.	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	N	Y	Y	Y	3-Y 1-N
2. EASTERN IL.	N	Y	Y	Y	3-Y 1-N
3. NORTHEASTERN IL.	Y	Y	Y	Y	4-Y 0-N
4. NORTHERN IL.	n/a	N	n/a	n/a	0-Y 1-N
5. SOUTHERN IL.	Y	Y	Y	Y	4-Y 0-N
6. WESTERN IL.	N	Y	Y	Y	3-Y 1-N
II. INDIANA					
7. BALL STATE	Y	Y	Y	Y	4-Y 0-N
8. BUTLER UNIV.	N	N	Y	Y	2-Y 2-N
9. INDIANA STATE	Y	Y	Y	Y	4-Y 0-N
10. IUPU-FW	N	Y	Y	Y	3-Y 1-N
11. IUPU-INDPLS.	Y	N	Y	Y	3-Y 1-N
12. UNIV. SO. IN.	Y	Y	Y	Y	4-Y 0-N
III. OHIO					
13. BOWLING GREEN	N	Y	Y	Y	3-Y 1-N
14. UNIV. CINCINNATI	N	u/a	Y	Y	2-Y 1-N
15. KENT STATE	N	Y	Y	Y	3-Y 1-N
16. MIAMI UNIV.	N	Y	Y	Y	3-Y 1-N
17. OHIO UNIV.	Y	Y	Y	Y	4-Y 0-N
18. WRIGHT STATE	Y	Y	Y	Y	4-Y 0-N
TOTAL YES	8	14	17	17	56
TOTAL NO	9	3	0	0	12
TOTAL n/a & u/a	1	1	1	1	4

VI. SECURITY

INSTITUTION	a.Bldg. Patrol	b.Campus Police	c.Theft & Mutil.	d.Study Rooms	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	Y	Y	Y	Y	4-Y 0-N
2. EASTERN IL.	Y	Y	Y	Y	4-Y 0-N
3. NORTHEASTERN IL.	Y	Y	Y	Y	4-Y 0-N
4. NORTHERN IL.	Y	Y	Y	Y	4-Y 0-N
5. SOUTHERN IL.	Y	Y	Y	Y	4-Y 0-N
6. WESTERN IL.	N	Y	Y	Y	3-Y 1-N
II. INDIANA					
7. BALL STATE	Y	Y	Y	Y	4-Y 0-N
8. BUTLER UNIV.	Y	Y	Y	Y	4-Y 0-N
9. INDIANA STATE	Y	Y	Y	Y	4-Y 0-N
10. IUPU-FW	Y	Y	Y	Y	4-Y 0-N
11. IUPU-INDPLS.	Y	Y	Y	N	3-Y 1-N
12. UNIV. SO. IN.	Y	Y	Y	Y	4-Y 0-N
III. OHIO					
13. BOWLING GREEN	Y	Y	Y	Y	4-Y 0-N
14. UNIV. CINCINNATI	Y	Y	Y	u/a	3-Y 0-N
15. KENT STATE	Y	Y	Y	Y	4-Y 0-N
16. MIAMI UNIV.	Y	Y	Y	Y	4-Y 0-N
17. OHIO UNIV.	Y	Y	Y	Y	4-Y 0-N
18. WRIGHT STATE	Y	Y	Y	Y	4-Y 0-N
TOTAL YES	17	18	18	16	69
TOTAL NO	1	0	0	1	2
TOTAL u/a	0	0	0	1	1

VII. REMOTE STORAGE

INSTITUTION	a.Envir. Controls	b.Stack Arrang.	c.Retreval Schedule	TOTALS
I. ILLINOIS				
1. BRADLEY UNIV.	n/a	n/a	n/a	0-Y 0-N
2. EASTERN IL.	n/a	n/a	n/a	0-Y 0-N
3. NORTHEASTERN IL.	n/a	n/a	n/a	0-Y 0-N
4. NORTHERN IL.	n/a	n/a	n/a	0-Y 0-N
5. SOUTHERN IL.	Y	Y	Y	3-Y 0-N
6. WESTERN IL.	n/a	n/a	n/a	0-Y 0-N
II. INDIANA				
7. BALL STATE	Y	Y	Y	3-Y 0-N
8. BUTLER UNIV.	n/a	n/a	n/a	0-Y 0-N
9. INDIANA STATE	N	Y	Y	2-Y 1-N
10. IUPU-FW	n/a	n/a	n/a	0-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	0-Y 0-N
12. UNIV. SO. IN.	N	Y	Y	2-Y 1-N
III. OHIO				
13. BOWLING GREEN	N	Y	Y	2-Y 1-N
14. UNIV. CINCINNATI	N	Y	Y	2-Y 1-N
15. KENT STATE	n/a	n/a	n/a	0-Y 0-N
16. MIAMI UNIV.	Y	Y	Y	3-Y 0-N
17. OHIO UNIV.	Y	Y	Y	3-Y 0-N
18. WRIGHT STATE	N	Y	Y	2-Y 1-N
TOTAL YES	4	9	9	22
TOTAL NO	5	0	0	5
TOTAL n/a	9	9	9	27

VIII. BRITTLE BOOKS PROGRAM

INSTITUTION	a. Survey of Stacks	b. Housing	c. Processing	TOTALS
I. ILLINOIS				
1. BRADLEY UNIV.	Y	Y	Y	3-Y 0-N
2. EASTERN IL.	n/a	n/a	n/a	0-Y 0-N
3. NORTHEASTERN IL.	Y	Y	Y	3-Y 0-N
4. NORTHERN IL.	n/a	n/a	n/a	0-Y 0-N
5. SOUTHERN IL.	Y	Y	Y	3-Y 0-N
6. WESTERN IL.	n/a	n/a	n/a	0-Y 0-N
II. INDIANA				
7. BALL STATE	Y	Y	Y	3-Y 0-N
8. BUTLER UNIV.	Y	Y	Y	3-Y 0-N
9. INDIANA STATE	Y	Y	Y	3-Y 0-N
10. IUPU-FW	Y	Y	Y	3-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	0-Y 0-N
12. UNIV. SO. IN.	Y	Y	Y	3-Y 0-N
III. OHIO				
13. BOWLING GREEN	Y	N	Y	2-Y 1-N
14. UNIV. CINCINNATI	n/a	n/a	n/a	0-Y 0-N
15. KENT STATE	Y	Y	Y	3-Y 0-N
16. MIAMI UNIV.	Y	N	Y	2-Y 1-N
17. OHIO UNIV.	Y	Y	Y	3-Y 0-N
18. WRIGHT STATE	N	N	N	0-Y 3-N
TOTAL YES	11	10	12	33
TOTAL NO	2	3	1	6
TOTAL n/a	5	5	5	15

IX. SURVEY OF COLLECTION

INSTITUTION	a. Proced. Manual	b. Check out to Preserv.	c. Computer Lists	TOTALS
I. ILLINOIS				
1. BRADLEY UNIV.	N	Y	Y	2-Y 1-N
2. EASTERN IL.	N	Y	N	1-Y 2-N
3. NORTHEASTERN IL.	n/a	n/a	n/a	0-Y 0-N
4. NORTHERN IL.	n/a	n/a	n/a	0-Y 0-N
5. SOUTHERN IL.	N	Y	N	1-Y 2-N
6. WESTERN IL.	N	Y	N	1-Y 2-N
II. INDIANA				
7. BALL STATE	N	Y	N	1-Y 2-N
8. BUTLER UNIV.	Y	Y	N	2-Y 1-N
9. INDIANA STATE	N	Y	N	1-Y 2-N
10. IUPU-FW	n/a	n/a	n/a	0-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	0-Y 0-N
12. UNIV. SO. IN.	Y	Y	N	2-Y 1-N
III. OHIO				
13. BOWLING GREEN	Y	N	Y	2-Y 1-N
14. UNIV. CINCINNATI	n/a	n/a	n/a	0-Y 0-N
15. KENT STATE	Y	Y	N	2-Y 1-N
16. MIAMI UNIV.	Y	Y	N	2-Y 1-N
17. OHIO UNIV.	N	Y	N	1-Y 2-N
18. WRIGHT STATE	N	Y	N	1-Y 2-N
TOTAL YES	5	12	2	19
TOTAL NO	8	1	11	20
TOTAL n/a	5	5	5	15

X. NON-BOOK MATERIALS PRESERVATION AND CONSERVATION

INSTITUTION	A. Sound Recordings 1. Storage	2. Mending	3. Inspect	B. Microforms 1. Storage	2. Mending	3. Inspect	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	Y	N	Y	Y	N	Y	4-Y 2-N
2. EASTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
3. NORTHEAS. IL.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
4. NORTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
8. BUTLER UNIV.	Y	Y	Y	Y	N	Y	5-Y 1-N
9. INDIANA STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
10. IUPU-FW	n/a	n/a	n/a	Y	Y	N	2-Y 1-N
11. IUPU-INDPLS.	n/a	n/a	n/a	Y	N	N	1-Y 2-N
12. UNIV. SO. IN.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
III. OHIO							
13. BOWLING GREEN	Y	Y	Y	Y	Y	Y	6-Y 0-N
14. UNIV. CINCIN.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
15. KENT STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
16. MIAMI UNIV.	Y	Y	Y	Y	N	Y	5-Y 1-N
17. OHIO UNIV.	N	N	Y	Y	Y	Y	4-Y 2-N
18. WRIGHT STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
TOTAL YES	12	9	13	15	11	13	73
TOTAL NO	1	4	0	0	4	2	11
TOTAL n/a	5	5	5	3	3	3	24

X. NON-BOOK MATERIALS PRESERVATION AND CONSERVATION (cont.)

INSTITUTION	C. Video Discs & Tapes 1. Storage	2. Mending	3. Inspect	D. Motion Pictures, Slides & Reels 1. Storage	2. Mending	3. Inspect	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	n/a	n/a	n/a	Y	Y	Y	3-Y 0-N
2. EASTERN IL.	Y	N	Y	Y	Y	Y	5-Y 1-N
3. NORTHEAS. IL.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
4. NORTHERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
5. SOUTHERN IL.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
8. BUTLER UNIV.	Y	N	Y	Y	N	Y	4-Y 2-N
9. INDIANA STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
10. IUPU-FW	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
12. UNIV. SO. IN.	Y	Y	Y	n/a	n/a	n/a	3-Y 0-N
III. OHIO							
13. BOWLING GREEN	Y	Y	Y	Y	Y	Y	6-Y 0-N
14. UNIV. CINCIN.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
15. KENT STATE	Y	Y	Y	Y	Y	N	5-Y 1-N
16. MIAMI UNIV.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
17. OHIO UNIV.	Y	Y	Y	n/a	n/a	n/a	3-Y 0-N
18. WRIGHT STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
TOTAL YES	11	7	11	10	9	9	57
TOTAL NO	0	4	0	0	1	1	6
TOTAL n/a	7	7	7	8	8	8	45

X. NON-BOOK MATERIALS PRESERVATION AND CONSERVATION (cont.)

INSTITUTION	E. Photographs (pos.& neg.) 1.Storage	2.Mending	3.Inspect	F. Fine Arts & Lithographs 1.Storage	2.Mending	3.Inspect	TOTALS
I. ILLINOIS							
1. BRADLEY UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
2. EASTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
3. NORTHEAS. IL.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
4. NORTHERN IL.	Y	Y	Y	Y	N	Y	5-Y 1-N
5. SOUTHERN IL.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
6. WESTERN IL.	Y	Y	Y	Y	Y	Y	6-Y 0-N
II. INDIANA							
7. BALL STATE	Y	Y	Y	Y	Y	Y	6-Y 0-N
8. BUTLER UNIV.	Y	Y	Y	Y	Y	Y	6-Y 0-N
9. INDIANA STATE	Y	N	N	Y	N	Y	3-Y 3-N
10. IUPU-FW	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
12. UNIV. SO. IN.	Y	Y	Y	Y	Y	Y	6-Y 0-N
III. OHIO							
13. BOWLING GREEN	Y	Y	Y	Y	Y	N	5-Y 1-N
14. UNIV. CINCIN.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
15. KENT STATE	Y	N	Y	Y	Y	Y	5-Y 1-N
16. MIAMI UNIV.	Y	N	Y	n/a	n/a	n/a	2-Y 1-N
17. OHIO UNIV.	n/a	n/a	n/a	n/a	n/a	n/a	0-Y 0-N
18. WRIGHT STATE	Y	Y	Y	N	N	N	3-Y 3-N
TOTAL YES	12	9	11	10	8	9	59
TOTAL NO	0	3	1	1	3	2	10
TOTAL n/a	6	6	6	7	7	7	39

INSTITUTION	XI. DEACID. OF PAPER Manual Methods	XII. EDUCATIONAL ACTIVITIES A. Faculty	B. Library Staff	C. Students & Public	TOTALS
I. ILLINOIS					
1. BRADLEY UNIV.	Y	Y	Y	Y	4-Y 0-N
2. EASTERN IL.	N	Y	Y	Y	3-Y 1-N
3. NORTHEAS. IL.	N	N	Y	N	1-Y 3-N
4. NORTHERN IL.	Y	N	Y	N	2-Y 2-N
5. SOUTHERN IL.	Y	N	Y	Y	3-Y 1-N
6. WESTERN IL.	Y	N	N	N	1-Y 3-N
II. INDIANA					
7. BALL STATE	n/a	N	Y	Y	2-Y 1-N
8. BUTLER UNIV.	Y	Y	Y	Y	4-Y 0-N
9. INDIANA STATE	Y	N	N	Y	2-Y 2-N
10. IUPU-FW	n/a	n/a	Y	Y	2-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	Y	1-Y 0-N
12. UNIV. SO. IN.	n/a	Y	Y	Y	3-Y 0-N
III. OHIO					
13. BOWLING GREEN	Y	Y	Y	Y	4-Y 0-N
14. UNIV. CINCIN.	Y	N	Y	Y	3-Y 1-N
15. KENT STATE	n/a	Y	Y	Y	3-Y 0-N
16. MIAMI UNIV.	Y	Y	Y	Y	4-Y 0-N
17. OHIO UNIV.	N	Y	Y	Y	3-Y 1-N
18. WRIGHT STATE	Y	Y	Y	Y	4-Y 0-N
TOTAL YES	10	9	15	15	49
TOTAL NO	3	7	2	3	15
TOTAL n/a	5	2	1	0	8

INSTITUTION	XIII. PRES. PLANS & PROGRAMS	XIV. DISAS. /SALVAGE PLANS	XV. PRES. COMMIT-TEE	XVI. COOP. PRESERV. ACTIVIT.	XVII. FIVE YEAR PRES. PLANS	TOTALS
I. ILLINOIS						
1. BRADLEY UNIV.	Y	N	Y	N	Y	3-Y 2-N
2. EASTERN IL.	Y	Y	n/a	n/a	n/a	2-Y 0-N
3. NORTHEAS. IL.	n/a	Y	n/a	Y	n/a	2-Y 0-N
4. NORTHERN IL.	N	Y	Y	N	N	2-Y 3-N
5. SOUTHERN IL.	Y	Y	Y	Y	Y	5-Y 0-N
6. WESTERN IL.	n/a	n/a	n/a	Y	n/a	1-Y 0-N
II. INDIANA						
7. BALL STATE	n/a	N	n/a	n/a	n/a	0-Y 1-N
8. BUTLER UNIV.	Y	n/a	n/a	Y	Y	3-Y 0-N
9. INDIANA STATE	Y	Y	n/a	Y	Y	4-Y 0-N
10. IUPU-FW	n/a	Y	n/a	Y	n/a	2-Y 0-N
11. IUPU-INDPLS.	n/a	n/a	n/a	Y	n/a	1-Y 0-N
12. UNIV. SO. IN.	Y	Y	n/a	Y	Y	4-Y 0-N
III. OHIO						
13. BOWLING GREEN	Y	n/a	Y	Y	n/a	3-Y 0-N
14. UNIV. CINCIN.	N	Y	N	Y	N	2-Y 3-N
15. KENT STATE	Y	Y	N	Y	n/a	3-Y 1-N
16. MIAMI UNIV.	Y	Y	Y	Y	n/a	4-Y 0-N
17. OHIO UNIV.	Y	Y	N	Y	N	3-Y 2-N
18. WRIGHT STATE	Y	Y	N	Y	N	3-Y 2-N
TOTAL YES	11	12	5	14	5	47
TOTAL NO	2	2	4	2	4	14
TOTAL n/a	5	4	9	2	9	29

I. Total Library Holdings of Preservation Microform Masters

The area leaves much to be desired. The majority of libraries surveyed, that is, 15 out of 18, are not doing anything in-house and not much by contract (9 out of 18) either. Neither Illinois or Indiana can afford it, and only 3 libraries in Ohio, Ohio University, Wright State, and Bowling Green State are active. Funds are needed in this category.

PART II

III. STATISTICAL RESULTS OR NARRATIONS

I. Equipment

One must reasonably assume that on an idealized scale if a preservation unit has most of the equipment and hand tools on a large scale or in many duplicates, it most probably has the personnel trained to operate them working in shifts and that productivity is probably high or constant. Such is the case in university libraries with the most equipment, so the quantitative figures speak for themselves. In Illinois the conservation laboratory of Southern Illinois University has the best equipment and turns out the most mending and repair work. In Indiana the mending unit of Indiana State University is the best equipped and turns out a considerable amount of book production in mending and repairs.

In Ohio the conservation and preservation units of Miami University and Bowling Green State University are the best equipped and do the most repair work.

All the others in descending order need more major and minor equipment and hand tools as well as more personnel, more funds, more space, and better facilities.

II. Facilities

The same principle applies to facilities. The more facilities available for use, generally the better the preservation unit is. It can accommodate more staff and student workers, and it can do many more varied tasks in conservation. There are more work stations, more space for brittle books, greater efficiency of work production, and more ability to do assembly type book repairs.

In Illinois, again Southern Illinois has the best facilities and deserves to be emulated. In Ohio, Miami University is the leader followed by Bowling Green State University. In Indiana, the preservation facilities of Butler University followed by Indiana State University are the leaders.

Unfortunately, Kent State University in Ohio declined to reply as to equipment and facilities. As for the other preservation and/or conservation units of the other academic libraries, if they are to improve their productivity and quality, they must have much more support from their administration for bigger and better facilities in the future. The figures and floor space areas speak volumes.

III. Preservation Supplies

This section consists of the usual types of preservation supplies that are used in day-to-day mending and in-house repair operations. The more you have, the more operations you can perform. Also, the more staff and student assistants you can use during one or more work shifts. The leaders in each state can be readily discovered by the prepondence of yeses (Y's).

IV. Mending and Repairs

This category contains the most frequently performed kinds of mending and repair tasks done in-house and reported on daily and monthly tally work sheets. The better equipped and manned preservation units will perform a greater variety and larger quantity and usually better quality work in every case. Again those schools listed with the greatest number of yeses (Y's) are the most outstanding. However, there are some repairs that are not performed because it is more efficient or cheaper to send them out and have them done commercially.

V. Physical Environmental Controls

This area contains all the necessary matters in regulating the physical situation in any library as to preservation which includes temperature, relative humidity, lights, insects, rodents, fungi, dust, smoke, food, drink, and fire precautions. Most libraries are doing a fine job in these categories. Some are not. The biggest problem has been flat roofs that leak and confining eating, drinking and smoking in specific areas or not at all. Of the eighteen (18) academic libraries surveyed, Indiana State University is the only one that allows food and drink throughout the building and stack area and does not enforce its posted rules on this matter. Other libraries have signs on the front entrances and throughout their premises, and the rules on consumption and smoking are enforced by library staff and student monitors. Again the Y's and N's speak for themselves.

VI. Security

This matter, which is of great concern to all academic libraries, is perhaps the best category as far as enforcement and compliance. The only area where most libraries fall down is lack of all-night or late night study rooms as such rooms were not built into the original plans of the buildings. Many schools use empty dining rooms for this purpose. Theft and mutilation are usually caught at the exits at circulation, but occasionally are seen in the stacks or periodical or government documents units.

VII. Remote Storage

This feature frequently does not apply at universities with new library buildings or a small book collection because there is no necessity for it. A new collection with books less than 50 years old or a collection devoted to mostly undergraduate or a few master's level programs also, seldom if ever have a remote storage area. The larger schools with older, bigger collections and considerable research materials and offering many master and doctorate programs would be more apt to need remote storage facilites. In Illinois, only Southern Illinois University has remote storage. In Indiana out of the six libraries visited, only Ball State, Indiana State, and the University of Southern Indiana have remote storage areas. In Ohio, which has many older and larger collections, five out of the six universities surveyed have remote storage buildings.

VIII. Brittle Books Program

This program appears to becoming more prevalent and in many cases the brittle books are either returned to stacks encased in phase boxes or sent to remote storage, or housed in a special area like Special Collections or Archives. The preponderance of libraries visited in all three states do have a brittle books program, although those especially in Illinois with newer book collections and bound periodicals do not need one as yet.

IX. Survey of Collection

This necessity has not caught on yet. Older collections need more attention to mending and binding as well as brittle book culling. Procedures manuals are not used or formulated in Illinois; there are only two written and used in Indiana; and are extant and current in only three academic libraries surveyed in Ohio. Books pulled for repair or mending are not always checked out internally to the preservation unit so that one would not know the book's whereabouts. Computer listings by author, title, or date groupings are seldom used. Only two schools, one in Illinois and one in Ohio have taken advantage of this invaluable library tool.

X. Non-Book Materials Preservation and Conservation

This broad category covers all types of non-book library materials such as sound recordings, microforms, video discs and tapes, motion pictures, film, slides, and reels, photographs (positives and negatives), and fine arts and lithographs. These formats do need preservation and conservation attention in any modern academic library. In seven out of eighteen libraries surveyed, the preservation tasks are not applicable because they are under the purview of the audio-visual department or some other unit outside the library. In some cases the library does not take care of a particular format such as video tapes or print and photographic storage. Again certain libraries cover the entire spectrum of non-book materials like Northern Illinois University; Ball State and Butler in Indiana; and Bowling Green State University, Kent State, and Wright State in Ohio. The Y's and N's and the N/A's tell the most complete story here.

XI. Deacidification of Paper - Manual Methods

Since virtually no library is using mass methods of deacidification in the United States, it was necessary to discover how many of the eighteen academic libraries were using manual methods in this survey. As some libraries have few or no older books, they did not need to deacidify their holdings. Others had more older books, manuscripts, and scores which needed treatment and repairs. In Illinois they were Bradley, Northern Illinois, Southern Illinois, and Western Illinois; in Indiana Butler and Indiana State were active; and in Ohio Bowling Green State, the University of Cincinnati, Miami University, and Wright State used either spray or dipping to deacidify paper.

XII. Educational Activities

These activities would be designed to educate all library users; faculty, staff, students and student workers, and the general public on preservation and conservation practices for books and non-book library materials. These activities could be by lecture, brochures and pamphlets, films, TV programs, and slides. Such programs would get the message across with emphasis and entertainment. Most of the eighteen libraries did not feel it prudent to proslytize their teaching faculty on these matters- only 8 out of 18. For the library staff - 15 out of 18 orientated their staff in preservation of books. As for students and the public, 14 out of 18 prepared conservation instruction and orientation programs.

XIII. Preservation Plans and Programs

Usually a formal written document on preservation policy is drawn up by the preservation librarian or archivist for the university library and approved and modified by the administrators. If not, it should be done as soon as possible.

Eleven out of eighteen academic libraries did so in this survey: three in Illinois; three in Indiana; and five in Ohio. These plans generally cover all aspect of preservation and conservation, such as goals and objectives, environmental controls, binding, mending and repair, brittle books program, fumigation and deacidification preservation microfilming, remote storage, library security, and a disaster plan.

XIV. Disaster/Salvage Plans

This plan is essentially to save books and non-books in libraries from destruction and to salvage whatever can be restored after a disaster such as flood, fire, tornado, earthquake, stack or wall collapse, leaky roof, or boiler explosion. Emergency plans for evacuating personnel and patrons is under a different jurisdiction in the library. Twelve out of the eighteen academic libraries surveyed had such a plan: four in Illinois, three in Indiana, and five in Ohio. It is always prudent to be prepared in a crisis. Then whatever happens becomes routine mostly because all preparations were made in advance and written down.

XV. Preservation Committee

The establishment of a preservation committee composed of teaching faculty, professional librarians, and library staff is considered a positive step by most academic libraries in order to advise the library administration of real needs and problems as well as solutions in preservation and conservation matters. However, not all libraries concur on this point, or do they give preservation concerns much attention or support. In this survey only five out of the eighteen libraries responded positively: three in Illinois; none in Indiana; and two in Ohio. Many libraries believe that such a preservation committee would tend to be managerial and demanding, rather than merely advisory and so have ignored this possibility.

XVI. Cooperative Preservation Activities

This area of preservation deals with workshops and conferences in cooperation and conjunction with other academic libraries or other libraries at public and secondary school level in matters of proper preservation policy and teaching standard conservation procedures and practices. These activities are more popular and widespread in Indiana and Ohio than in Illinois as shown by the survey with only two schools participating in Illinois, four academic libraries active in Indiana, and all six university libraries in Ohio taking part. These practical workshops should become more widespread so that preservation information and procedures will reach not only our colleagues, but into the grass roots of librarianship.

XVII. Five-Year Preservation Plans

This category projects planning in preservation and conservation five years into the future, always dropping the last year and adding more ideas as each academic year commences. Also, a review of each year's achievements and short comings in preservation are called for in a follow-up study. Perhaps something can be learned on how to do it better in the future. Most academic libraries do not engage in strategic planning when it comes to preservation policies and conservation procedures. Of the eighteen academic libraries surveyed, only two in Illinois had five-year plans, Bradley and Southern Illinois; only two libraries, Butler and the University of Southern Indiana, wrote five-year plans in Indiana; and, finally, none of the six university libraries in Ohio saw fit to write long-range plans in preservation. Perhaps such forecasting of projects is too visionary and subject to the whims and vagaries of state legislative budget-making.

IV. GENERAL CONCLUSIONS AND RECOMMENDATIONS

1.) This survey has been a long and complicated process, and each library's financial and administrative situation is different, even though in preservation and conservation the mission of each library is similar. Research libraries have more preservation tasks and their mission is more demanding. The smaller academic libraries with limited graduate curricula do not have the burden of a larger and older book and periodical collections to preserve and repair.

As far as administration is concerned, those academic libraries which do not have a preservation administrator thus far should strive to establish such a position, which should be full-time. Those libraries which already have a preservation administrator but the position is less than full-time should try to raise the level to 100% The library and the books deserve a full-time professional person to administer a preservation program. Speaking of administrators, it is essential that all preservation librarians and assistants attempt to gain the full support of their director in their efforts for maximum funding and equipment to accomplish their mission.

2.) The same principle holds true for preservation staff and student assistants within the preservation or conservation unit. More not less help is needed to do all the necessary activities for a first-rate preservation unit. The use of volunteer preservation personnel should also be encouraged.

3.) In the matter of expenditures there will never be enough money to accomplish everything that needs to be done, as every preservation librarian and conservator must learn to be an improvisor and a scrounger at their university. Always strive to place in the equipment budget each year one major and one minor

item that is urgently needed, but do not forget to have a fall-back position for things that you still need to operate with. Better yet, learn to make do with you you have and find out what may be available for little or nothing in the university surplus furniture or equipment warehouse. Learn which departments on campus are remodeling or moving to a new building and go and look to see if there is anything to be discarded that you can use in your operation. Also, look for want ads in the local papers or library or book binder's journal for used equipment like a book press or a book shear. Talk to bookbinders in your region or city to find out who is going out of business and if that person has anything to sell. It is possible to pick up some bargains that way of needed equipment and hand tools.

4.) Utilize work study students and volunteers if at all possible to save money on the student wage budget and even use DUI's from a local judge who is sympathetic for volunteers who can be readily trained in conservation procedures. Many DUI's have to perform so many hours of community service as punishment. Also, older retired persons are a good source of volunteer workers. These people are reliable, steady, and intelligent help who will be punctual, industrious, and meticulous in their work habits.

5.) In contract work as binding, preservation microfilming, photocopying, and conservation treatments, as well as deacidification, use the bid system and take the lowest bidder who is known to do good work. Make an iron-clad contract and have the university lawyer review it for any flaws or loopholes.

It may even be possible to do contract microfilming, either reels or fiche, and photocopying as well as some bookbinding for local businesses or industry, thus bringing in further income for the operations of the preservation unit if your library has the equipment and the facilities to do so. Be sure to check with the library administration and the university lawyer as to legality.

6.) On preservation supplies and equipment, get the most quality goods for the lowest price to make the budget stretch. Look for sales and check for products locally. Check and compare prices and quality of needed items in the archival products catalogs. Look for used major equipment needs in want ads, garage sales, going-out-of business sales, auctions, and colleagues just to name a few sources. Needless to say,having a network of preservation librarians as friends will frequently save library funds.

Considering the fact that university library budgets for supplies and equipment usually are around 2 to 3 percent or sometimes frozen, it is necessary to be as ingenious and enterprising as possible in obtaining needed items. Always strive to obtain more funds for equipment, supplies, personnel, space, and tools where needed. There may be a thin line between being persistent and irritating, but be flexible and patient.

7). As far as mending and repairs of all sorts are concerned, not only must routine mending be done promptly, that is, in two to three days, but special projects must be handled with dispatch and some priority, especially gifts and faculty donations. It may be necessary during rush periods to bring in more volunteers or extend student work shifts. Production line techniques for minor repairs and pamphlet binding should be used for greater productivity. So much bench work often requires more time for painstaking repair work that it is prudent to save time whenever possible.

8.) Physical environmental controls are a constant headache. Some library buildings can not be balanced as to ideal temperature and relative humidity. Daily monitoring and continous adjustments are all that can be done. The physical plant personnel should establish regular schedules of insect, rodent, and fungi preventative treatments, and the custodial staff should clean each day to eliminate dust, dirt, and trash. Food, drink and smoking are hazards that should be confined to certain areas away from the collections. Fire precautions such as periodic fire drills, evacuation plans and strategically placed fire hoses, extinguishers, alarms and smoke detectors should be done well in advance of trouble and inspected regularly by preservationist or designated officials.

9.) Security can only be reasonably effective with relentless vigilance. All floors, group study rooms, rest rooms, stacks and stairwells must be monitored on a regular basis. Theft and mutilation must be watched for constantly, especially at exit areas. No one should be allowed to cover inside door windows in individual study rooms or public offices.

10.) Remote storage depends on the size and condition of the present books and periodical collections. If remote storage is necessary, a suitable building must be found on campus or rented in town or be constructed with proper environmental controls and security. If the university has a large older book collection, then it is more likely such a warehousing facility must be established.

11.) A brittle book program is generally needed where an older collection has been neglected or has many older acid books and journals. In that case, a methodical procedural manual or brittle books program should be written and followed carefully. Provisions for reference work searching and possible replacement by subject specialists must be set in place, and microfilming and photocopying on alkaline paper must be considered seriously either in-house or by commercial contract. Also, books designated to be kept should then be stored in alkaline phase boxes either back in the stacks or in a special collection.

12.) A survey of the collection to determine its acidity and general physical condition should be undertaken at the earliest possible opportunity by all academic libraries in preparation for

mass deacidification procedures, microfilming, or discarding. Not everything can or should be saved. Teaching faculty and subject specialists will have to decide what to save based on stringent criteria. Computer lists if available, could be used to search the book collection by subject and date groupings for efficient surveying.

13.) Non-book materials preservation and conservation is one area that is frequently overlooked because it is under the jurisdiction of several other departments in most academic libraries, such as Teaching Materials, Audio-Visual Department, Music Library, Periodicals, Television and Radio within the Communications Department, or Fine Arts Department. Each unit is therefore responsible for housing, repair, and replacement of materials under its purview. However, in some academic libraries all these non-book materials are housed in the same building and frequently sent to Preservation and Conservation units for mending and repairs. Any time the preservation librarian could be of assistance to other units and branch libraries, do not hesitate to offer sound advice and material aid in conservation matters.

14.) Deacidification of paper is a process which is already here at least on a manual level, but mass methods will probably become widespread in the next five years once a more perfect process is decided upon. Manual methods by dipping or spraying are labor intensive and not cost effective but can be done on a limited basis for special items. Mass methods of deacidification will need heavy funding, consortium arrangements, considerable floor space, and probably a new building on campus attached to the present library. If a central location on a regional basis is established, then trucking and scheduling of book subject groups will have to be considered a budget item. The crux of the matter is cost of deacidifying per book. The only solution to this dilemma is to treat more books in a batch, such as ten or fifteen thousand books in one lot into a huge vacuum chamber, so that the cost per volume is down to one or two dollars. If a cheaper chemical is used, it can be recycled effectively. This possibility would also lower the cost per book.

15.) Educational activities for faculty, staff, students, patrons, and student assistants would pay handsome dividends. Teaching all those who use the library how to handle and treat library books and journals properly would cut down on wear and tear and lessen minor repairs and mending. All library employees should be instructed and orientated on how to handle book and non-book library materials.

16.) The following administrative policies and procedures should be created as soon as possible in a preservation unit: preservation plan and programs, five-year preservation plan, and a disaster/salvage plan. No first-rate preservation unit should operate without these essential guidelines, although a five-year plan is harder to formulate and adhere to because of budget constraints and local politics. A disaster/salvage plan is a

must, however. All sorts of disasters may occur, and it is much better to be prepared in advance. A preservation plan should define the unit's goals and objectives and all the necessary tasks and policies for every subdivision of work involved in preservation and conservation matters.

17.) A preservation committee is a politically sensitive matter which could or could not succeed because of the character and personalities within and without the library. If it is stipulated from the beginning that the committee would be purely advisory and not managerial or decision-making, then this group could be launched in the proper direction to do good things. Many minds are usually better than one in creative brain-storming, but after all the options and ideas are offered, someone has to make the final decision and that person is the library administrator. Every one should then get behind that decision, and all pull together. However, a preservation committee can be a definite asset to an innovative library.

18.) Finally, cooperative preservation activities should be expanded at every academic library with workshops and conferences for academic, public, and secondary school libraries. University libraries should assist its friends, neighbors, and fellow libraries in preservation activities. Since all librarians are here to share preservation knowledge and conservation techniques for the greatest good for the greatest number for the least cost, libraries should work together on every level, so that all libraries will benefit not through competition but by positive cooperation.

19.) A peroration on preservation and conservation as an integral part of every academic library is necessary. For the past thirty years and even further back to the turn of this century, preservation has been virtually ignored by library administrators and the profession itself. In the last ten years and particularly in the last five years, more has been written and spoken on this subject than ever before. It is almost too late. Books are crumbling on the shelves of every library from acid attack while millions of dollars are being spent on new technology.

Even with all of this electronic wizardry, what are libraries going to loan out by truck or mail? Books that are falling apart? This survey has shown librarians and administrators what the nuts and bolts of preservation and conservation are currently in three midwestern states, and it can be reasonably assumed that the other states are in the same situation. The books must be saved in their present form or some other format, such as discs, microforms, digital CD's, photocopies, and tapes, which are quite expensive, so that future students and readers may be educated and acculturated by the best that has been said and thought and composed. Let's get on with it now!

SPECIFIC RECOMMENDATIONS ON PRESERVATION AND CONSERVATION
for Indiana State University

Based on the knowledge and insights gained during a six-month sabbatical leave surveying eighteen representative academic libraries in the states of Illinois, Indiana, and Ohio in the matters of preservation policies and practices and conservation procedures, the following recommendations are made for the future benefit and efficiency of Cunningham Memorial Library specifically and the University generally.

1.) Of the 18 academic libraries visited, only ISU Library allowed food and drink throughout the building and stack areas. This is a counter-productive practice, which should be discontinued, designating food and drink be confined to the outer lobby. Libraries surveyed noted that food and drink do not mix well with book material and computer equipment and posted signs on the front entrances.

2.) Temperatures and relative humidity should be taken on on all library levels, once during the morning and once in the afternoon. The temperature should be a constant seventy degrees and the ideal humidity should be 50% at all times. These figures should be monitored, recorded, and reported daily to be used in aiming for perfect conditions.

3.) Stack books should be shelf-read more often as many areas are presently out of order. The stacks should be dusted and vacuumed at least twice a year in their entirety by custodians and student assistants, who work on a daily incremental basis in the stacks.

4.) A survey of the entire book and periodical collection should be undertaken as soon as possible to ascertain the acidity and brittleness of all subject areas in preparation for the future mass deacidification laboratory.
A recent study at the University of Illinois at Urbana showed that 37% of the book collection of seven million volumes was too brittle for use. ISU could do its survey effectively by utilizing computer print-outs by date groupings.

5.) The hours of the library could be extended to midnight on Friday and Saturday for efficient use of space resources, or, possibly, the dining halls of the dormitories could be opened as late night study halls until 2:00 a.m. throughout the campus and patrolled for security and good behavior.

6.) Remote storage is a problem that will not disappear. There are several solutions. Although the decision to refurbish the old library was made last August, it is not too late to change one's collective mind. The new (1958) annex to the old library

is already air-conditioned. All that is needed is to purchase more steel stacks (preferably compact mobile shelving to save space) and install them on all six floors. Enough space would be gained this way to forestall building on the north end of the newer Cunningham Memorial Library and allow the storage of older bound periodicals and monographs in a safe, dry, well-maintained environment for the next fifty years at minimum expense in a centralized location.

If this is not feasible or considered economical, other solutions are at hand. Another building on campus will have to be found or one constructed in which older books can be safely warehoused.

Also, ninety more feet five stories high can be built at the cost of approximately fifty dollars per square foot on the north end of Cunningham Memorial Library in the same architectual style to match the present structure. This was included in the original library building plans. This probably will require fifteen years lead time. This probably would be the best solution in that all collections, including the Library School books, could be pulled together in a central location and all housed in one building, thus eliminating the need for remote storage. Also, movable shelving should be used to save space, and approximately another one-half million books could be accommodated. It really is not too early to start thinking about a 90-foot addition to the north end of the main library to take care of future book acquisition.

Meantime, (if remodeling of the old library continues apace in the next two years and foundation money is raised), the main library will have to absorb all the remote storage periodicals and books in the existing stacks. This will shorten the lead time for the new addition and require more steel shelving to be purchased unless another building on campus is found that will have climate contol and such necessities required to house these older books sooner. On the other hand, the obvious solution would be to utilize the 1958 annex to the old library building by purchasing movable shelves on tracks in the next two years. This option will relieve pressure on the stacks in the main library, the science library, the library school library, and the university school library at the least possible cost and work involved for campus book retrieval and delivery.

7.) The stacks in the main library should be culled regularly for books needing mending and major, intermediate, and minor repairs by preservation personnel, subject specialists, and student shelvers. This practice would facilitate keeping the collection in better usable condition and not cost a great deal in funds or time expended.

8.) The preservation and conservation needs of the library are not being adequately met by the present financial support of the university. The bulk of the monies are going into automation, networking and CD-ROMS, while preservation remains understaffed

and overloaded in most cases. What is needed is 6% of the library budget to do a first-rate job. More floor space is needed. The processing and mending areas have a total of 1614 square feet of floor space, which will only allow for five work stations for mending and processing. It seems logical that the mending unit is an area that needs more consideration in view of its mission.

9.) More funds for student assistants are needed, even if only work-study students can be hired. For fiscal year 1989-90, four students were obtained when mending needed six to eight. Another way to get workers for varied tasks such as pamphlet binding, phase box-making, and simple repairs as hinge gluing and mylar encapsulation, would be the use of volunteers. I.U.'s main library, IUPU-FW, and Southern Illinois University's conservation laboratory all use volunteer help. Volunteers could be obtained from Friends of the Library, or senior citizens volunteer groups, or even DUI'S who have been sentenced to perform so many hours or days of community service by local judges. Such an arrangement has been working smoothly in Carbondale, Illinois with SIU Library now for several years. Many older people in the area would like to be doing something useful and worthwhile for several hours per day. Lilly Library at IU uses many such older volunteers in preservation work. Also, such work would help to cement university and town relations.

In view of the rising cost of the minimum wage for student workers, it might be wise to use volunteer workers by making a virtue of a growing necessity.

Actually, the hiring of an additional full-time staff person to do mending and repairs would increase conservation treatments and greatly improve the current collection.

10.) The mending unit of ISU Library needs more hand tools for student workers to do duplicate tasks on a production-line basis. Also, ISU is missing some major pieces of equipment in this area. An example would be a large first-class board shear (even a good used one) would be helpful and an electric paper shear for trimming book blocks, ultra-violet light shields, and more book presses just to name a few items that are needed to improve conservation mending operations.

11.) The book collection and preservation department requires a redistribution of tasks to become more efficient and productive. The mailroom duties, which consume most student time now, could be reallocated to the Periodical Unit where they were originally as well as all operations pertaining to periodical binding. Thus, student hours would be freed to do preservation and book conservation duties. The position of mail clerk should be reclassified and upgraded to be assigned mainly to conservator and preservation duties, which could include training students and volunteer workers and supervising the mending unit. Conservation staff should be encouraged and supported in attending preservation workshops and hands-on seminars to further

their education and training to enable them to become familiar with new conservation methods, tools, equipment and ideas, which would be brought back to ISU Library to upgrade and improve ISU Library's preservation of its collections.

12.) A Preservation Committee consisting of three librarians, including the Head of the Collection Development and Preservation Department, the Preservation and Conservation Librarian, and one other, three out-side teaching faculty members and three library senior staff members should be established. This group would be advisory in nature and make recommendations and suggestions to the Dean of Library Services and the Library Executive Council on such preservation matters as policy, equipment, and supplies. This committee could meet once a month, elect officers, keep minutes, and submit its advice with cogent reasons to the Library Dean.

The purposes of this committee would be to introduce new ideas, suggest priorities, advise the Dean on latest equipment and products in preservation, to recommend conservation workshops and conferences, and to promote publicity on good preservation procedures and practices to the academic community, the student body, and the public at large.

13.) Finally, a mass deacidification laboratory should be established within the next two years. Lithco of Gastonia, N.C. will be ready next spring after further pilot plant testing for demonstration visits to their facility. The Committee for Interscholarastic Cooperation (Big Ten Conference Universities) with offices in Champaign, IL, should be prepared sometime next year to issue a report on the best mass deacidification process after extensive independent chemical laboratory testing. Further systems are being developed in England, Austria, and Germany, which will be examined as well.

Monies may be solicited not only from the Indiana legislature, but also from various philanthropic foundations such as Lilly, Peabody, Mellon, Ford, Rockefeller, and Carnegie as well as from NEH.

The laboratory could be built on the west side of the Library, the only adjacent compatible space available, with one story underground on the lower level and the other story level with the first floor. Cost depends on size and extent of equipment for the laboratory.

As other area consortium libraries send materials to be treated, many start-up costs could be recovered from payments for deacidification services.

The above suggestions are offered for the immediate and long-range improvement of preservation activities of the Library and the University.

APPENDIX I

SYMBOLS

N/A	--	Not applicable or not available
U/A	--	Unavailable
?	--	Uncertain or unclear
0	--	None
<	--	Less than
*	--	American Library Directory, 1989-90
**	--	Cunningham Memorial Library, Annual Report 1988-89

APPENDIX II

UNIVERSITY LIBRARIES SURVEYED

State Outline - Source: American Library Directory, 1989-90

I. ILLINOIS

Date Visited	Library	Library Vols.	Student Enrollment
10/10/89	Bradley University (Private)	484,400	5,174
10/3/89	Eastern Illinois University	569,437	11,159
10/17/89	Northeastern Illinois Univ.	569,475	9,846
10/4/89	Northern Illinois University	1,212,109	24,255
10/16/89	Southern Illinois University	1,841,025	24,227 (ARL)
10/9/89	Western Illinois University	635,738	10,563

II. INDIANA

11/13/89	Ball State University	798,358	16,448
11/3/89	Butler University (Private)	316,500	2,902
11/20/89	Indiana State University	1,040,607	12,005
11/14/89	IUPU - Fort Wayne	217,168	11,070
11/1/89	IUPU - Indianapolis	262,635	14,073
11/6/89	Univ. of Southern Indiana	165,812	3,171

III. OHIO

9/18/89	Bowling Green State Univ.	1,512,032	16,090
9/12/89	University of Cincinnati	1,298,340	36,194(ARL)
*	Kent State University	1,638,383	16,565(ARL)
9/6/89	Miami University	1,266,000	15,818
9/12/89	Ohio University	1,383,983	17,756
9/6/89	Wright State University	408,443	11,704

*unable to visit-surveyed by telephone

APPENDIX III

SAMPLE COVER LETTER

August 18, 1989

Judith A. Sessions
Dean of Libraries
Edgar W. King Library
Miami University
Oxford, OH 45056

Dear Dean Sessions:

I am currently on sabbatical leave from Indiana State University Library as the Preservation & Conservation Librarian. To fulfill the requirements of this sabbatical, it is necessary to complete a project which will help others, the University Library, and my own knowledge of preservation and conservation policies and practices. Therefore, I am proposing that a preservation survey and a one-day visitation to your library be done during September 1989 to our mutual benefit. Since my faculty salary is paid by Indiana State, the survey and a visit will only cost one day's time. I may also need to take a few photographs of your preservation work area.

After all surveys are analyzed by December, you will be sent the results as well as photographs of your library's preservation and conservation activities. Eighteen medium-sized academic libraries will be surveyed in the Mid-West: six in Ohio, Illinois, and Indiana during September, October and November.

This survey will be comprehensive, thorough, and will accentuate the positive aspects of your preservation program. A general paper will emerge from the surveys, describing conservation activities in these academic libraries with recommendations for future development and cooperative preservation information exchanges.

Two copies of the survey are enclosed, one for your library to keep and one to be returned to me. I hope to see you and your library preservation facilities on September 5th or 6th. I shall telephone you before August 25th for a confirmed date. I expect this survey will prove most useful in obtaining future appropriations for your preservation program.

Sincerely yours,

Robert S. Lamb II
Preservation Librarian

RSL/pl

APPENDIX IV

COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY - FOR FISCAL YEAR 1988/89

Part I

PRESERVATION STATISTICS QUESTIONNAIRE 1988-89

READ INSTRUCTIONS BEFORE RESPONDING.
NOTE: If the appropriate answer is zero or none, use "0". If an exact figure is unavailable, use "U/A". If a question is not applicable, use "N/A". Please do not leave any blank entries.

Reporting institution:_____

Date Returned: _____

Questionnaire Completed by (Name):_____

Title and Department:_____

Reviewed by: _____

A. ADMINISTRATION

1. Does the library have a preservation administrator?

   ( ) yes ( ) no

2. If yes, what percentage of the administrator's total job assignment is dedicted to preservation activities and preservation program management?

   _____%

3. If yes, what is the job title of the person to whom the preservation administrator reports?

   _____

4. If yes, does the preservation administrator have direct line responsibility by the supervision of the preservation-related units that have been established by the library to date (e.g., conservation, commercial binding preparation, microfilming)?

   all units _____ some units _____ no units _____

B. PERSONNEL

5. If the library has a preservation administrator who supervises staff, how many FTE preservation staff report to him/her?

Professional Staff FTE	_____
Support Staff FTE	_____
Student Assistants FTE	_____
Total Staff FTE	_____

6. How many FTE staff are engaged in preservation activities library wide?

Professional Staff FTE	_____
Support Staff FTE	_____
Student Assistants FTE	_____
Total Staff FTE	_____

C. EXPENDITURES

7. Preservation staff salaries and wages

7a. Professional staff $_____

7b. Support staff $_____

7c. Student assistants $_____

7d. TOTAL expenditures for preservation staff $_____

8. Contract expenditures

8a. Contract conservation $_____

8b. Contract commercial binding $_____

8c. Contract preservation photocopying $_____

8d. Contract proservation microfilming $_____

8e. Other expenditures $_____

8f. TOTAL contract expenditures $_____

9. Preservation supplies $_____

10. Preservation equipment $_____

11.	TOTAL preservation expenditures (Lines 7d, 8f, 9, & 10)	$_____
12.	Approximate percentage of expenditures that came from external sources	_____%
	12a. Preservation costs as percentage of library budget	_____%
	12b. Library budget as percentage of university budget	_____%

D.	CONSERVATION TREATMENT	CONTRACT	IN-HOUSE
13.	Number of volumes (including pamphlets) given minor treatment	_____	_____
14.	Number of volumes (including pamphlets) given intermediate treatment	_____	_____
15.	Number of volumes (including pamphlets) given major treatment	_____	_____
16.	TOTAL number of volues (including pamphlets) given treatment (Add lines 13, 14, & 15)	_____	_____
17.	Number of unbound sheets given conservation treatment	_____	_____
18.	Number of non-paper items given conservation treatment	_____	_____
19.	Number of custom-fitted protective enclosures constructed	_____	_____
E.	COMMERCIAL BINDING	CONTRACT	IN-HOUSE
20.	Number of volumes commercially bound or rebound (or bound in-house using methods and materials typically used by the commercial library binding industry)	_____	_____
F.	MASS TREATMENT	CONTRACT	IN-HOUSE
21.	Number of bound volumes and pamphlets mass-deacidified	_____	_____
22.	Number of linear feet of manuscripts mass-deacidified	_____	_____

23.	Number of volumes (including pamphlets) batch-treated as a result of water & fire damage, mold contamination, and insect infestation	_____	_____
24.	Number of linear feet of manuscripts batch-teated as in question #23	_____	_____
25.	Number of linear feet of shelving affected by refurbishing activities	_____	_____

G.	PRESERVATION PHOTOCOPYING	CONTRACT	IN-HOUSE
26.	Number of bound volumes and pamphlets photocopied in their entirely	_____	_____
27.	Number of bound volumes and pamphlets for which replacement pages have been photocopied	_____	_____
28.	Number of pages of manuscripts and other non-book items photographed	_____	_____

H. PRESERVATION MICROFILMING PRODUCTION

	CONTRACT ROLL FILM	IN-HOUSE ROLL FILM	CONTRACT FICHE	IN-HOUSE FICHE
29. Non-serials, including books, pamphlets, and dissertations				
29a. Titles	_____	_____	_____	_____
29b. Exposures	_____	_____	_____	_____
29c. Reels or fiche	_____	_____	_____	_____
30. Serials, excluding newspapers				
30a. Titles	_____	_____	_____	_____
30b. Exposures	_____	_____	_____	_____
30c. Reels or fiche	_____	_____	_____	_____
31. Newspapers				
31a. Titles	_____	_____	_____	_____
31b. Exposures	_____	_____	_____	_____
31c. Reels or fiche	_____	_____	_____	_____
32. Other items				
32a. Titles	_____	_____	_____	_____

32b. Exposures _____ _____ _____ _____

32c. Reels or fiche _____ _____ _____ _____

I. TOTAL LIBRARY HOLDINGS OF PRESERVATION MICROFORM MASTERS

ROLL FILM FICHE

33. Non-serials, including books pamphlets and dissertations

33a. Titles ------ ------

33b. Exposures ------ ------

33c. Reels or Fiche ------ ------

34. Serials, except newspapers

34a. Titles ------ ------

34b. Exposures ------ ------

34c. Reels or Fiche ------ ------

35. Newspapers

35a. Titles ------ ------

35b. Exposures ------ ------

35c. Reels or Fiche ------ ------

36. Other items

36a. Titles ------ ------

36b. Exposures ------ ------

36c. Reels or Fiche ------ ------

J. FOOTNOTES

1. Law Library statistics are included

_____ Yes _____No _____We do not have a Law Library

2. Medical Library statistics are included

_____ Yes _____No _____We do not have a Medical Library

3. Other main campus libraries not included:

---

4. Figures include reports from branch campus libraries

_____ Yes _____No _____ We have only one campus

5. If branch campus libraries are included, please specify which campuses.

---

6. If branch campus libraries are not included, please specify which campuses.

K. COMMENTS (Attach sheet if additional space is needed):

APPENDIX V

Part I

PRESERVATION STATISTICS QUESTIONNAIRE
1988-89

GENERAL INSTRUCTION

1. Enclosed are two copies of the questionnaire for the 1988-89 Preservation Statistics. One copy should be returned to **Lamb** no later than **October 14, 1989**. Please retain the second copy for your records.

2. **Please read all instructions carefully, question by question, before you answer the questionnaire**. Make you responses as complete and accurate as possible. Give estimates where you must, but do not make wild guesses. Use the "FOOTNOTES" section freely to expand upon or clarify your responses (see page 6 of the questionnaire).

3. All questions assume a **fiscal year ending June 30, 1989**. If your library's fiscal year is different, please use the "FOOTNOTES" section to explain.

4. **Do not leave any entries blank**. If your library does not perform a given function, enter N/A (Not Applicable). If your library performs a function but data are not available, enter U/A (Unavailable). If your library performs a function and keeps records but had no activity during 1987-88, enter 0 (Zero).

5. Use the same basis for reporting as is used in responding to the regular ALA Statistics. For example, if in ALA Statistics you normally include data for a law library and medical library, also include them in response to this questionnaire.

6. Preservation data are not easy to define or to record in precise categories, and preservation terminology is not yet fixed.

SPECIFIC INSTRUCTIONS

7. For the purpose of this survey, the elements of a "preservation program" include: **conservation, commercial binding**, certain **mass treatments** (i.e., mass deacidification; refurbishing; and batch treatment of materials damaged by water, fire, mold, an insects), and **reprography** (i.e., preservation photocopying and preservation microfilming). While shelf preparation activities (e.g., plating, labeling, security stamping) and routine reshelving of materials have obvious preservation implications and may comprise units that are supervised by the preservation administrator, they fall outside the scope of this questionnaire.

   The terms **commercial binding, conservation treatment, mass treatment, mass deacidification, refurbishing, preservation photocopying, preservation microfilming,** and **preservation microform masters** are defined in the instructions below.

8. **Question 1.** Does the library have a preservation administrator, whether part-time or full-time, who manages a limited or comprehensive preservation program as described above? If it does not, respond "no" and skip to **question 6.**

9. **Question 2.** What percentage of the preservation administrator's total job assignment is dedicated to preservation activities and preservation management? If the library has a full-time preservation administrator, general management activities (e.g., meeting attendance, committee work) should be considered an integral part of the administrator's responsibilities, and the answer to this question recorded as 100%. In contrast, where the preservation administrator has a dual assignment (e.g., where he or she also has significant responsibilities as a serials librarian, bibliographer, or curator), the percentage of time devoted to preservation activities and preservation management should be calculated.

10. **Question 3.** Record the job title (e.g., "Associate Director for Collection Development"), not the name of the person to whom the preservation administrator reports.

11. **Question 4.** If the preservation administrator occupies a staff position, and advises rather than supervises the preservation-related functions within the library, the answer to this question should be "no units." If the administrator supervises some, but not all, of the preservation functions that have been established in the library (e.g., reprography and conservation, but not commercial bindery preparation), the answer should be "some."

12. **Question 5-6.** (i.e., "Full-Time Equivalent") is the numerical representation of full- and part-time work activities. A person working full-time is represented by an FTE of 1.0; a person working half-time by an FTE of 0.5. Three persons working half-time are represented by a combined FTE of 1.5. The number of FTE staff should be determined on the basis of the length of the work week in the reporting library. Round figures to the nearest tenth.

    Record FTE staff in filled positions or positions that are only temporarily vacant on the date that ends the library's fiscal year. Include staff hired for special projects, internships, and grants, but provide an explanatory note in the "FOOTNOTES" section indicating the FTE of such staff. The "FOOTNOTES" section should also be used to record such information as the number of hours worked by volunteers, or the number of months that a full-time position was vacant during the year.

    Preservation-related bibliographic searching; decision-making; preparation of materials for conservation treatment, commercial binding, and reproduction; and quality control should be considered in calculating the FTE staff involved in preservation activities. Preservation-related cataloging and ordering of replacements for deteriorated materials, however, should not be reflected in this answer unless they are performed by staff who report to the preservation administrator--in which case the "FOOTNOTES" section should be used to record the number of staff involved in these activities.

For the purposes of this survey, report trained professional conservators and photographers (senior practitioners rather than technicians) in the "professional" category, whether or not they have a master's degree in library science.

13. **Question 5.** Only those staff reporting directly to a preservation administrator, or to a staff member directly under the supervision of a preservation administrator, should be recorded here (but not the preservation administrator himself or herself). If the library has no preservation administrator, or if the administrator does not have direct line responsibility for staff, record N/A.

14. **Question 6.** All staff involved in the preservation activities listed above (i.e., conservation, commercial bindery preparation, mass treatments, and reprography) should be recorded here, regardless of the department or library to which they report (and including staff who report to the preservation administrator, as recorded under question #5). That is, record part-time and full-time preservation staff according to their functions, not according to their place in the library's organizational structure. For example, a student assistant who works 0.2 FTE, devoting half-time to pamphlet binding and the rest to non-preservation activities, would be included in the "Student Assistants" section of this questionnaire as 0.1 FTE. A staff member who devotes half-time to preparing volumes for commercial binding and half-time to serials check-in would be included as 0.5 FTE.

15. **Questions 7-11.** Sources of funds are irrelevant in responding to questions #7-11. Report all expenditures of funds that come to the library from the regular institutional budget and from other sources, such as research grants and fees for services.

16. **Questions 7a-7d.** These questions refer to salaries paid to staff engaged in preservation activities library-wide; therefore record salaries for staff reported in response to question 6. **Do not include** fringe benefits.

17. **Question 7d.** This answer is the sum of the answers to questions #7a through #7c.

18. **Question 8. Contract expenditures refers** to expenditures for preservation services for which the library is invoiced by an outside vendor, organization, or individual (e.g., a professional conservator, commercial library binder, or commercial microfilming service).

19. **Question 8a.**

> **Conservation treatment:** The remedial and protective treatment (both mechanical and chemical) of papers, pamphlets, hard-bound and soft-bound volumes, and other library materials to restore them to usable condition and/or to extend their useful lives; and the construction of protective enclosures (e.g., wrappers, jackets, boxes) for volumes, papers, and other library materials. The term "conservation" implies item-by-item examination of materials for the purpose of making appropriate treatment decisions, and use of archivally sound methods and materials. For example of types of

conservation treatments see instructions for questions # 13-19.

Record fees paid to regional conservation centers and to private conservators. Also record fees paid to commercial binders for conservation services such as box making, deacidification, and encapsulation.

20. Question 8b.

> **Commercial binding:** Refers to the binding and rebinding typically performed by commercial library binderies, but in a few institutions performed by university-operated "commercial"-type binderies whose services conform to those described in the Library Binding Institute Standard for Library Binding, 8th edition (Rochester: Library Binding Institute, 1986).

Record fees paid to the binder for commercial binding only. Fees paid for conservation treatments, including construction of protective enclosures, should be recorded in response to question #8a, "Contract Conservation." If fees are paid to a university-operated "commercial"-type bindery, record expenditures in the blank provided and make a note in the "FOOTNOTES: section of the questionnaire.

21. **Question 8e.** Other contract expenditures might include fees paid for freeze-drying, fumigating, or mass-deacidifying library materials; membership fees for use of regional conservation facilities; and equipment repairs. Use the "FOOTNOTES" section to note the amount and nature of major expenditures.

22. **Question 8f.** This answer is the sum of the answers to questions #8a through #8e.

23. **Question 9.** Supplies include any materials used for conservation treatment (e.g., papers, book cloths, adhesives, pamphlet binders, box board, chemicals, expendable filters for water systems); **prefabricated archival quality protective enclosures** (e.g., commercially available boxes, wrappers, folders, envelopes) used for storage of library materials; film, chemicals, and other supplies used for preservation microfilming; and paper used for preservation photocopying. Expenditures for equipment and tools costing under $100 should be recorded here. Expenditures for security labels and strips, book pockets, call number and bar code labels, and book plates should not be recorded.

Regarding the **use** of prefabricated archival quality protective enclosures (e.g., commercially available boxes, wrappers, folders, envelopes): Since placing items in boxes, envelopes, and other enclosures involves a wide variety of library materials (e.g., books, manuscripts, maps, microfiche, microfilm, photographic prints, slides, various recorded sound media), nearly all library collections, and large and diverse supply inventories, statistics for these activities are difficult to collect. For the purposes of this survey, therefore, the record of expenditures for supplies will suffice as the measure of effort.

24. **Question 10.** Record expenditures for equipment and tools costing over $100, such as machinery (e.g., board shears, fume hoods, microfilming cameras, photocopy machines used exclusively for preservation photocopying); furniture (e.g., laboratory benches, chemical supply cabinets); and computer hardware purchased for exclusive

use by a preservation department for such purposes as conservation management, bindery preparation, and bibliographic searching related to preservation decision making. Capital expenditures for building renovations (e.g., for the construction of a conservation facility; or for construction that results in improved housing of library materials, such as replacement of heating, ventilating, and air conditioning systems) should be recorded in the "FOOTNOTES" section rather than here.

25. **Question 11.** This answer is the sum of the answers to questions #7d, #8f, #9, and #10. If you are unable to provide component expenditures but can provide total expenditures, please do so. Certain preservation-related expenses are not requested in this survey (e.g., the cost of staff travel and training, printing brochures and posters, purchasing reference materials). If significant, these should be noted in the "FOOTNOTES" section.

26. **Question 12.** Estimate the proportion of total preservation expenditures that came from external agencies in the form of grants form July 1, 1987 through June 30, 1988 (or the library's equivalent fiscal year). Note the amounts and sources of awards in the "FOOTNOTES" section. Funds allocated from the library's regular operating budget (including gifts, royalties, endowment income, and special funds allocated to the library by its parent institution) should not be reflected here.

27. **Question 13-32. Contract services** are those for which the library is invoiced by an outside organization (e.g., a regional microfilming service), by an individual (e.g., a private conservator), or by a university-operated "commercial"-type bindery. **In-house activities** are those that are performed within the library.

28. **Questions 13-15.** Answers to these questions should be mutually exclusive. While any given volume may receive several conservation treatments, it should be recorded only once in response to question #13, 14, or 15--in the category representing the highest level of sophistication. For example, when seven pages of a book are repaired and its endpapers replaced, it should be recorded only once--as an "intermediate treatment" (question #14). Treatment of the pages of volumes (including pamphlets) should not be recorded under question #17 ("Unbound Sheets"), even if the volume is disbound at the time the pages are treated. All treatment of volumes is recorded in response to question #13, 14, or 15.

When a book receives conservation treatment and is boxed, however, the treatment should be recorded in response to question #19. In the same vein, when the pages of a book are repaired and the book is sent to a commercial bindery, the item should be recorded in response to both "Minor Conservation" (question #13) and "Commercial Binding" (question #20). Items that are sent to a commercial bindery without being repaired should not be recorded in the "Conservation" section--even if they have been inspected by a conservator.

Acknowledging that it is difficult to draw lines between one level of conservation treatment and another, but that it is not useful to record sophisticated treatments together with simple ones, questions #13 through #15 should be answered using your best judgment.

29. **Question 13.** Minor conservation treatments include tipping-in errata sheets, indexes, supplements, and other inserts; making pockets for loose parts (e.g., maps, charts); slitting uncut pages; making page repairs; making minor repairs to text blocks prior to sending them out for commercial binding; tightening hinges; binding pamphlets and paperbacks in-house; temporary serials binding; and similar treatments.

30. **Question 14.** Intermediate treatments include routine book repairs such as endpaper replacement, hanging-in of multiple facsimile pages that have been photocopied from a duplicate volume onto alkaline paper and trimmed to size, making extensive repairs to text blocks prior to sending them our for commercial binding, cloth case rebacking, recasing, and rebinding (including resewing)--where no complex mechanical or chemical treatments are involved.

31. **Question 15.** Major conservation treatments involve written and/or photographic documentation, and sophisticated mechanical and/or chemical treatments performed by a conservator (or a technician under the supervision of a conservator) on items that must be retained in their original format regardless of how labor intensive the required treatment might be. Only libraries employing a professional conservator and having an appropriate facility would record in-house treatments in this category. Major conservation treatments are characterized by their mechanical and/or chemical complexity, and the degree of skill and judgment that the conservator or technician must bring to work. Removal of pressure-sensitive tapes using organic solvents, stain removal, deacidification, repair of historical bindings, conservation rebinding, and construction of polyester books fall into this category.

32. **Question 16.** This answer is the sum of the answers to questions #13 through #15. It should reflect the total number of volumes (including pamphlets) that were treated--not the total number of treatments performed.

33. **Questions 17.** Unbound sheets include items such as manuscripts, maps, posters, and works of art on paper. Procedures include a variety of remedial mechanical or chemical treatments (e.g., surface cleaning, washing, deacidifying, encapsulating, mounting, matting) that lengthen the life of the item. Include paper repairs that are made using methods and materials that are archivally sound and appropriate for the item being mended. Record the total number of sheets of paper that were treated--not the total number of treatments performed.

34. **Question 18.** Non-paper items might include disks, photographs, films, magnetic tapes, globes, and artifacts. Although photographs are paper-based, they should be recorded here rather than in response to question #17.

35. **Question 19.** Custom-fitted enclosures can be distinguished from the prefabricated boxes and other enclosures identified in question #9 as "supplies," in that "custom-fitted enclosures" are custom-made for the item that they are meant to protect, whereas those recorded as "supplies" are standard-size enclosures available from commercial vendors. Custom-fitted enclosures include paper and polyester book jackets, paper and board wrappers, portfolios, phase boxes, double-tray boxes, and other boxes. (Polyester encapsulation of single sheets should not be recorded here,

but rather, in response to question #17.) Use of archival quality methods and materials is implicit.

The use of prefabricated archival quality protective enclosures (e.g., commercially available boxes, wrappers, folders, envelopes) should not be recorded here. (For commentary, see instructions for question #9).

36. **Question 20.** Record all volumes commercially bound, whether bound by an outside vendor or by a "commercial"-type university bindery. Include serials binding and commercial pamphlet binding, as well as first-time binding and rebinding of monographs. Include binding done in accordance with the Library Binding Institute Standard, and economy styles typically offered by commercial binderies. Enter data under "IN-HOUSE" only if the binding is done within the library using regular library operating funds. If the binding is done by a "commercial"-type university bindery to which the library pays fees for services, enter data under "CONTRACT" and make a note in the "FOOTNOTE" section.

37. **Questions 21-25.**

> **Mass treatment** can be distinguished from conservation treatment, commercial binding, and reproduction of library materials in that materials are batched to receive remedial and protective treatments that are not, typically labor intensive per item. Materials may even be packed in boxes during treatment (e.g., during freezing, freeze-drying, or fumigation). Refurbishing is classified as a mass treatment because even though items are handled one by one, treatments are all relatively simple and decisions are made according to an easily interpreted formula.

38. **Questions 21-22.**

> **Mass deacidification** is a mass-process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are mass-deacidified in batches, in chambers that hold several (or many) items. Item-by-item deacidification of volumes and papers, as performed by conservators and conservation technicians, should be regarded as conservation treatment and recorded in response to question #15--not here.
>
> While mass deacidification is not yet being carried out routinely by libraries, this question appeared in the 1984-85 ARL Preservation Statistics Questionnaire to establish a base line against which to measure future activity. The 1987-88 figures will also serve as a means of comparison over time.

39. **Question 22.** Record the number of linear feet of manuscripts and other papers actually treated--not the number of linear feet of shelving emptied for treatment.

40. **Questions 23-24.** Mass treatments for water and fire damage, mold contamination, and insect infestation can include air-drying, freeze-drying, fumigating, and other restorative procedures. Where the library has suffered on e or more "disasters"

(e.g., fires, floods, pipe breaks, building leaks) that have affected library materials, record the number of incidents in the "FOOTNOTES" section.

Record the total number of bound volumes and pamphlets, and the number of linear feet of unbound manuscripts and other papers treated--not the total number of treatments performed. Where a particular item requires more than routine batch-handling (e.g., where a manuscript must be washed and aqueously deacidified, a volume rebound, or a pamphlet microfilmed after freeze-drying), also record it in the "Conservation," "Commercial Binding," or "Reprography" section of this questionnaire.

41. **Question 25.**

> Refurbishing: Procedures can include item-by-item vacuuming, wrapping, tying up, enveloping, boxing, and other activities that result in the systematic cleaning straightening, and improved housing of all materials in a particular stack area; and thorough cleaning of shelving. Refurbishing does not imply that all items are fully treated, but rather, that the condition of each item is improved in some way (e.g., by being vacuumed).

Record the number of linear feet of materials refurbished. Empty shelving should not be recorded, even though it may be vacuumed or otherwise cleaned.

Items removed from shelves for conservation treatment, commercial binding, or reproduction should be recorded in the "Conservation," "Commercial Binding," or "Reprography" section of this questionnaire (e.g., a book for which a custom-fitted box is made should be recorded in response to question #19).

42. **Questions 26-28.**

> **Preservation photocopying**: Refers only to items photocopied on paper that has a minimum pH of 7.5, a minimum alkaline reserve equivalent to 2% calcium carbonate based on oven dry weight of the paper, and includes no groundwood or unbleached pulp. Images must be properly fused to the paper.

43. **Question 26.** Record the number of bound volumes and pamphlets photocopied in their entirety (i.e., each page has been photocopied such that a facsimile volume is produced).

44. **Question 27.** Record the number of incomplete or mutilated volumes for which facsimile pages have been made by photocopying pages from a duplicate volume.

45. **Question 28.** Record the total number of exposures taken, not the number of documents, leaves, or pages that have been photocopied. For example, where both sides of a single sheet have been photocopied, two exposures should be recorded. Where one exposure captures two facing pages, only one exposure should be recorded.

46. **Questions 29-32.**

> **Preservation microfilming**: Includes preparation of materials for microfilming, filming itself, processing, inspection, and subsequent disposition of both film and materials filmed. Adherence to preservation standards for film stock (ANSI 1.28 or 1.41), production (ANSI/AIIM MS23), and storage (ANSI 1.43) is implicit. Record data only for first-generation microforms. If, in any one category, you enter data for both roll film and microfiche, please use the "FOOTNOTES" section to indicate whether the data are mutually exclusive. That is, in cases where titles are reproduced on both roll film and fiche, this should be noted.

Record data for all categories (i.e., "titles," "exposures," "reels or fiche") under each question, if possible. An "exposure" is one frame of film.

Include data for cooperative library projects but not for commercial projects in which the library participates. Where the library serves as a commercial microfilming vendor for another institution, this filming should be recorded by the library that contracts to have the filming done--not by the filming library.

Record preservation microform masters that result from the copying of non-archival or damaged film. Use the "FOOTNOTES" section to indicate what percentage of all master negative film is produced by copying existing film, rather than by filming original material.

47. **Question 29.** Dissertations that are sent to University Microfilms International for filming should not be recorded.

48. **Question 32.** "Other items" include such materials as archives, manuscripts, maps, and photographs. Because this question is likely to capture information on diverse types of materials, use the "FOOTNOTES" section to indicate what is meant by the term "title" (e.g., a manuscript series) in a given filming situation.

49. **Questions 33-36.**

> **Preservation microform masters**: Refers to first-generation microforms that were manufactured, produced, and stored in accordance with the preservation standards current at the time of filming, and that are now being stored in accordance with the current standard for storage of microform masters.

Total institutional holdings refers to the total holdings of preservation microform masters housed in both the library and in facilities with which the library contracts for archival storage of masters. Include master that have been produced in cooperative library projects even if the masters are controlled by a library consortium (e.g., the Research Libraries Group). Record data for all first-generation 35mm and 16mm roll film and for all first-generation microfiche held on the date that ends the library's fiscal year.

SEPTEMBER 1989

PART II
COMPREHENSIVE ACADEMIC LIBRARY PRESERVATION AND CONSERVATION ACTIVITIES SURVEY

I. Equipment

A. Typewriters (number)

1. Manual _____
2. Electric _____

B. Computer terminals (number)

1. Local network _____
2. Microcomputers _____
3. OCLC _____

C. Book presses (number) _____

D. Paper cutters (number) _____

E. Cameras (number) _____

G. Vent fans (number) _____

H. Tacking irons (number) _____

I. Deacidification screens or tubs (number) _____

J. Corner rounders (number) _____

K. Work tables (number) _____

L. Finishing frames (number) _____

M. Staplers (number) _____

N. Steamers (number) _____

O. Hand vacumm cleaners _____

P. Magnifiers (number) _____

Q. Book carts (number) _____

R. Book cradles (number) _____

S. Hygrometers (number) _____

T. Thermometers (number) _____

U. Desk/work lamps (number) _____

V. Sorting/trimming machines (number) _____

W. Slide viewers (number) _____

X. Hand tools	NUMBER	YES	NO
1. Knives	_____	_____	_____
2. Hammers	_____	_____	_____
3. Bone/plastic folders	_____	_____	_____
4. Needles & thread	_____	_____	_____
5. Tweezers	_____	_____	_____
6. Scissors	_____	_____	_____
7. Brushes	_____	_____	_____
8. Saws	_____	_____	_____
9. Drills	_____	_____	_____
10. Awls	_____	_____	_____
11. Scapels	_____	_____	_____
12. Razor blades	_____	_____	_____
13. Small spatulas	_____	_____	_____
14. Tally counters	_____	_____	_____
15. Pencil sharpeners	_____	_____	_____
16. Other	_____	_____	_____

II. Facilities

A. Lights and lamps (number) _____

B. Desks (number) _____

C. Chairs and stools (number) _____

D. Tables & work benches _____

E. Storage cabinets and closets (number) _____

F. Drawers (number) _____

G. Space and floor plan _____ sq. ft.

H. Windows (number) _____

I. Electrical outlets _____

J. Sinks/water source _____

K. Rest rooms (number) _____

L. Book cases/stacks (number) _____

M. Heat & humidity controls _____

III. Preservatiuon Supplies

	Yes	No
a. Book tapes	_____	_____
b. Super (sheets)	_____	_____
c. Marbled papers	_____	_____
d. Storage boxes	_____	_____
e. PVA Paste	_____	_____
f. Mylar/polyester sheets	_____	_____
g. Japanese papers	_____	_____
h. Cloth backing	_____	_____
i. Marking pens	_____	_____
j. Buckram	_____	_____
k. Matting boards	_____	_____
l. Acid-free binders	_____	_____
m. MSS. folders	_____	_____
n. Storage envelopes	_____	_____
o. Storage tubes	_____	_____
p. Tissue papers	_____	_____
q. Aerosal sprays	_____	_____
r. Linen tapes	_____	_____
s. Mounting boards	_____	_____
t. Corner papers	_____	_____
u. Microfilm boxes/cases	_____	_____
v. Interleaving sheets	_____	_____

w. Slide mounts ------ ------

IV. Mending & Repairs (Fiscal year annual report count)

	Yes	No
a. Hinge repairs	------	------
b. Replace book blocks	------	------
c. New spines	------	------
d. Spine repairs	------	------
e. Corner repairs	------	------
f. Page repairs	------	------
g. Clean castings	------	------
h. Boxes	------	------
i. Pam bind	------	------
j. Books with tip-ins	------	------
k. Number of replacement pages	------	------
l. Replacement covers	------	------
m. Polyester film encapsulations	------	------
n. Pressboard reinforcement of paperbacks	------	------
o. Mending & binding procedures manual	------	------
p. Other	------	------

V. Physical Environment Controls

	Yes	No
A. Temperature		
1. Thermometers (number)	------	------
2. Daily monitoring	------	------
3. Air conditioning controls	------	------
B. Relative Humidity		

1. Psychrometers ------ ------
2. Daily monitoring ------ ------

C. Light

1. Light monitors/meters ------ ------
2. Daily monitoring ------ ------

D. Insects

1. Inspection dates ------ ------
2. Extermination methods ------ ------

E. Rodents

1. Inspection dates ------ ------
2. Extermination methods ------ ------

F. Fungi & Molds

1. Inspection dates ------ ------
2. Fumigation dates ------ ------

G. Dust & Smoke

1. Inspection dates ------ ------
2. Vacuuming dates ------ ------
3. Smoking/non-smoking areas ------ ------
4. Carpet cleaning dates ------ ------
5. Windows sealed ------ ------

H. Food & Drink

1. Eating/drinking areas ------ ------
2. Stack & study rooms enforcement ------ ------

I. Fire Precautions

1. Hose inspection dates ------ ------
2. Fire extinguisher inspection dates ------ ------
3. Fire alarm system ------ ------
4. Smoke detectors (number) ------ ------

V. Security

	Yes	No
A. Building patrol		
1. Hours open	------	------
2. Tours of building	------	------
3. Stack surveillance	------	------

B. Campus police

1. Response time	------	------
2. Phone numbers posted	------	------

C. Theft & Mutilation

1. Procedures	------	------
2. Detection devices:		
a. mirrors	------	------
b. exit inspection	------	------
c. electronic alarms	------	------
d. number of exits	------	------
e. padded book drops	------	------

D. Study Rooms

1. Faculty studies	------	------
2. Graduate carrels	------	------
3. Group study rooms	------	------
4. After-hours study halls	------	------

VII. Remote Storage

A. Environmental Controls

1. Temperature	------	------
2. Relative humidity	------	------
3. Insect & vermin control	------	------
4. Cleaning schedule	------	------

B. Stack Arrangement

1. Closed stacks	------	------
2. Movable	------	------
3. Fixed	------	------
4. Spacing between stacks	------	------

C. Retrieval Schedule

1. Regular	------	------
2. Irregular	------	------
3. Nights & weekends	------	------

VIII. Brittle Books Program

A. Survey of stack area

1. Subject specialists	------	------
2. Circulation assistance	------	------
3. Preservation personnel	------	------

B. Housing

1. Shelf arrangement	------	------
2. Inspections:		
a. pH tests	------	------
b. MIT fold tests	------	------
c. Others	------	------

C. Processing

1. Reference work checking	------	------
2. Replacement ordering	------	------
3. Boxing	------	------
4. Discarding procedures	------	------

IX. Survey of Collection

A. Procedures manual

1. Written manual	------	------
2. Subject specialist	------	------
3. Preservation assistants	------	------

B. Check-out to Preservation

1. Mending & repair	------	------
2. Binding	------	------
3. Brittle books	------	------
4. Check-in & return to stacks	------	------

C. Computer-generated lists

1. By date	------	------
2. By subject	------	------
3. By author	------	------

X. Non-Book Materials Preservation & Conservation

A. Sound recordings (discs, tapes, wire, CDs, etc.)

1. Storage:		
a. Shelving	------	------
b. Environment	------	------
2. Mending	------	------
3. Inspection	------	------
a. Replacement	------	------
b. Discard	------	------

B. Microforms (microfiche, microreel, microprint)

1. Storage:

a. Cabinets ------ ------
b. Shelves ------ ------
c. Environmental controls ------ ------

2. Mending & repair ------ ------

3. Inspection:

a. Replacement ------ ------
b. Discard ------ ------

C. Videodiscs & Tapes

1. Storage:

a. Cabinets ------ ------
b. Shelves ------ ------
c. Environmental controls ------ ------

2. Mending & Repair ------ ------

3. Inspection ------ ------

a. Replacement ------ ------
b. Discard ------ ------

D. Motion Picture Films & Transparent Slides & Reels

1. Storage:

a. Cabinets ------ ------
b. Shelves ------ ------
c. Environmental controls ------ ------

2. Mending and Repair ------ ------

3. Inspection

a. Replacement ------ ------
b. Discard ------ ------

E. Photographs (positives and negatives)

1. Storage:

a. Cabinets ------ ------
b. Shelves ------ ------
c. Binders ------ ------
d. Environmental controls ------ ------

2. Mending and Repair ------ ------

3. Inspection ------ ------

a. Replacement ------ ------
b. Discard ------ ------

F. Art Prints & Lithographs

1. Storage:

a. Cabinets ------ ------
b. Oversized shelves ------ ------
c. Art folders ------ ------
d. Environmental controls ------ ------

2. Mending and Repair ------ ------

3. Inspection ------ ------

a. Replacement ------ ------
b. Discard ------ ------

XI. Deacidification of Paper

A. Manual methods:

1. Spray ------ ------
2. Dipping ------ ------
3. Venting ------ ------
4. Production per day ----------
5. Cost ----------

XII. Educational Activities

A. Faculty

a. Informal meetings ------ ------
b. Brochures & handbooks ------ ------
c. Radio & television programs ------ ------
d. Film & slide presentations ------ ------

B. Library Staff

a. Informal meetings ------ ------
b. Brochures & handbooks ------ ------
c. Radio & television programs ------ ------
d. Film & slide presentations ------ ------

C. Students and General Public

a. Informal meetings ------ ------
b. Brochures & handbooks ------ ------
c. Radio & television programs ------ ------
d. Film & slide presentations ------ ------

XIII. Preservation Plans and Programs

A. Written or on disc	------	------
B. Goals & objectives	------	------
C. Environmental controls	------	------
D. Binding	------	------
E. Mending & repair	------	------
F. Brittle books program	------	------
G. Fumigation & deacidification	------	------
H. Preservation microfilming	------	------
I. Remote storage	------	------
J. Non-book library materials preservation & conservation	------	------
K. Library security	------	------
L. Disaster/salvage plan	------	------
M. Patron & staff educational activities	------	------
N. 5-Year strategic planning	------	------

XIV. Disaster/Salvage Plans

A. Flooding & water damage	------	------
B. Fire damage	------	------
C. Building or stack collapse	------	------
D. Telephoning emergency personnel	------	------
E. Physical Plant responsibilities	------	------
F. Disaster team	------	------
G. Salvage	------	------
H. Priorities	------	------
I. Conservators	------	------
J. Freezer facilities	------	------

K. Supplies needed ------ ------

L. Sources for volunteers ------ ------

M. Bibliography ------ ------

XV. Preservation Committee

A. Faculty and staff ------ ------

B. Meeting schedules ------ ------

C. Current projects ------ ------

D. Revision of plans ------ ------

E. Deadlines ------ ------

XVI. Cooperative Preservation Activities

A. Workshops & conferences ------ ------

1. Dates ------ ------
2. Plans ------ ------
3. Topics ------ ------

B. Periodic planning meetings ------ ------

1. Dates ------ ------
2. Plans ------ ------
3. Topics ------ ------

C. Current projects ------ ------

1. Newspaper microfilming ------ ------
2. Preservation microfilming ------ ------
3. Deacidification of paper ------ ------
4. Microform information exchange ------ ------
5. Fumigation of collection ------ ------
6. Other ------ ------

D. Newsletter and procedure information

1. Dates ------ ------
2. Topics ------ ------

XVII. Five-Year Preservation Planning

A. Goals and objectives ------ ------

B. Budgetary estimates ------ ------

C. Building improvements	------	------
D. Equipment purchases	------	------
E. Personnel growth	------	------
F. Supply inventory	------	------
G. Retrospective study of completed projects	------	------
H. Other	------	------

END

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